



## **Elan Links: People, Nature & Water Landscape Partnership**

### **Assistant Scheme Manager**

**Salary: £28- £32k per annum (pro-rata)**

**Do you have strong people management skills combined with experience of working on funded projects within the natural and cultural heritage sectors? Are you passionate about special landscapes and the communities they sustain? Do you have a flair for financial and data management that will ensure efficient project delivery and support the development of future plans?**

**We're looking for an experienced manager to support the delivery of the Elan Links: People, Nature & Water Landscape Partnership Scheme. The post holder will work with the other Elan Links Scheme staff and partners to ensure that the Elan Links Scheme, its vision and associated aims and objectives is being achieved and that the evidence is recorded accurately and is visible across a number of platforms.**

**Closing Date: 12pm Thursday 18<sup>th</sup> of November 2021**

**Interview Date: 22<sup>nd</sup> / 23<sup>rd</sup> November 2021**

**Location: Elan Valley, Rhayader, Powys, LD6 5HP (with some flexibility for home working)**

**Hours: 22.5 / 37.5 hrs per week for a two year fixed term contract plus an incentive to commit to the full term of the contract.**

#### **ABOUT ELAN LINKS:**

The Elan Links: People, Nature & Water Landscape Partnership has a clear vision is “to safeguard the unique and varied heritage of Elan while significantly enhancing outcomes for people and communities for the long term”.

The Elan Links: People, Nature & Water Landscape Partnership has secured funding from National Lottery Heritage Fund (NLHF) to deliver an exciting programme of 26 exciting projects under 11 strategic objectives which will deliver the above vision.

Elan is located in the Cambrian Mountains in Mid Wales. The project is taking place in a unique landscape combining remote hill land, isolated farmsteads, steep-sided wooded valleys and the extraordinary feat of Victorian engineering that brought clean water to Birmingham.



**LOTTERY FUNDED**

If you have a love of landscapes, wildlife, and history, and you are passionate about helping local people get more involved in championing and caring for special places, both in traditional, innovative and creative ways then we are looking for people who have the enthusiasm, commitment and understanding of this important landscape for both people and wildlife.

Based at the heart of the Elan Links Landscape, you will be part of a dynamic team, ensuring a lasting legacy for generations to come. We are looking for a dynamic, 'can do' attitude and passion for engaging and empowering a wide variety of beneficiaries, partners and stakeholders in our special landscape.

In return, we offer a friendly and flexible working environment, great opportunities for professional development and the chance to make a positive difference for people and communities across the Elan Links Landscape area.

## JOB DESCRIPTION:

|  |   |
|--|---|
| <b>Job Title:</b>                          | <b>Elan Links Assistant Scheme Manager</b>  |
| <b>Line managed by:</b>                    | Elan Links Scheme Manager   |
| <b>Accountable to:</b>                     | Elan Valley Trust and the Elan Links Management Board   |
| <b>Line management responsibility for:</b> | Elan Links Staff team   |
| <b>Contract:</b>                           | 22.5 / 37.5 hours per week on a salary scale of £28,000 to £32,000 pro rata<br><br>2 year fixed term contract and an incentive to commit to the full term of the contract |

### Job Purpose:

To support the Scheme Manager with the management and the delivery of the Elan Links: People, Nature & Water Landscape Partnership Scheme.

#### 1. Help lead and co-ordinate the delivery of the Elan Links Landscape Partnership Scheme

1.1 Co-ordinate with all partners, supporters and interested parties to ensure their full engagement with the Project. This will include working with and reporting to the Partnership Board, actively engaging and encouraging others to act in partnership with the Project and developing mechanisms to ensure as wide a range of people as possible are able to participate in and benefit from the Project.

1.2 Support with the management and the delivery of the entire Elan Links Scheme and its 26 projects and its project staff.

1.3 Overall responsibility for ensuring the delivery of the Landscape Conservation Action Plans outputs are recorded and reported to funders.

1.4 Lead the Scheme staff team in delivering all projects for which they have the primary role. This will involve managing staff to directly deliver projects on the ground and managing contractors and consultants.

1.5 Partake in meetings as required.

1.6 Co-ordinate the work of partner organisations delivering projects where they have the lead role. This will require effective leadership, communication, negotiation and management of information, especially that required by NLHF, for example for grant claims.

1.7 Work with the scheme manager to manage the budget and all financial aspects of the project. Working with the finance officer, develop and implement appropriate financial management procedures. Ensure that sufficient match funds are secured and all NLHF financial procedures and claiming schedules are fully complied with.

1.8 Represent the Partnership at meetings and events as required and manage all publicity for the Project. This will involve working with partner's communication departments to co-ordinate wide promotion of the Project through events, press releases, interpretation projects, promotional materials, reports and all forms of media.

## **2. Management and promotion of scheme outputs and wider positive scheme outcomes:**

2.1 Ensure effective systems are in place for the collection, recording and promotion of project outputs and wider outcomes.

2.2 To monitor key project targets for the above projects, to assess the ongoing impact of the wider project and enable changes to be made as necessary.

2.3 To organise the Monitoring, Evaluation & Legacy Heritage Committee.

2.4 Liaise with and be a point of contact for our external evaluators.

2.5 To assist the Scheme Manager with all necessary information to ensure effective monitoring and management of the above projects, and to produce written reports and updates where required or appropriate for management, partners and funders.

## **3. Develop a legacy plan for the scheme**

3.1 To take specific responsibility for the delivery of project 12: Legacy, details of which are included in LCAP chapter 8

3.2 Develop a matrix for assessing longer term legacy aspirations for partners and projects beyond the Elan Links timescale.

## **4. HR**

4.1 Support with the management of the Elan Links staff including setting key performance indicators.

4.2 Coordinate and hold monthly catch up meetings with individual staff.

4.3 Support with the monthly Elan Links team meetings.

4.4 Undertake a review of current health and safety procedure and ensure that the office infrastructure is compliant and staff are following the health and safety rules.

## **5. Co-ordinate the implementation of an effective Community Engagement programme for the Elan Links Scheme**

5.1 Co-ordinate with all partners, supporters and interested parties to ensure their full engagement with relevant projects. This will include reporting to the Partnership Board and actively engaging and encouraging others to participate in and benefit from the Elan Links Scheme.

5.2 Assist the Scheme Manager with ensuring that partner organisations are delivering community engagement within projects where they have the lead role. This will require effective communication with all the partners.

5.3 Represent the Elan Links Partnership at meetings and events as required and contribute to providing wide promotion and publicity for the Scheme through events, press releases, interpretation projects, promotional materials, reports and all forms of media.

5.4 Ensure that all community engagement work is recorded and monitored appropriately, to meet the standards expected by the NLHF.

## **6. General Responsibilities**

6.1 Record your activities and progress.

6.2 Attend Team Meetings, and on occasion lead them.

6.3 Use every opportunity commensurate with other duties to contribute to the Partnership communications, and support its marketing, fundraising and engagement of people.

6.4 Ensure a high level of customer service in all dealings with the public.

6.5 Ensure continuous development of skills and knowledge required for the post, undergoing training and performance review as required by the Partnership.

6.6 Comply with all legal and contractual obligations concerning the responsibilities of your post.

6.7 Enable close working relationships with the wider Elan Valley Trust Team.

6.8 Carry out any other reasonable duties commensurate with the level of responsibility of the post, as requested by the Scheme Manager.

## PERSON SPECIFICATION

### Job Title: Elan Links Assistant Scheme Manager

The specifications below are indicated as being essential or desirable for this post:

| Qualifications   | Essential | Desirable |
|--|-----------|-----------|
| Relevant degree or higher education qualification  |           | ✓         |
| Full driving licence, preferably clean, and access to a vehicle                            | ✓         |           |
|  |           |           |
| <b>Knowledge and understanding</b>   |           |           |
| Understanding of current landscape, natural, cultural heritage and access issues           | ✓         |           |
| Knowledge of the key organisations involved in conserving the UK landscape and their roles |           | ✓         |
| Understanding of the principles of community engagement                                    |           | ✓         |
| Monitoring and evaluation of diverse projects  |           | ✓         |
| Understanding of training and education issues   |           | ✓         |
| Knowledge of relevant Health and Safety regulations  |           | ✓         |
|  |           |           |
| <b>Substantial recent and relevant experience of:</b>                                      |           |           |
| Managing large, multiple funded programmes (E) including Heritage Lottery (D)              |           | ✓         |
| Working with a wide range of partnership organisations that have multiple objectives       | ✓         |           |
| Team leadership and management   | ✓         |           |
| Delivering complex projects on budget and deadline   |           | ✓         |
| Preparing and managing complex budgets   | ✓         |           |
| Giving presentations to a variety of audiences   | ✓         |           |
| A wide range of IT skills including word-processing and spreadsheets                       | ✓         |           |
| Organising and prioritising a competing workload   | ✓         |           |
| Negotiating and managing contracts   |           | ✓         |
| Working with communities and volunteers  |           | ✓         |
| Ensuring that projects have a lasting legacy   |           | ✓         |
| Using GIS and computer database systems and social media                                   |           | ✓         |
|  |           |           |
| <b>Personal qualities</b>  |           |           |
| Excellent written and verbal communications in English and Welsh                           |           | ✓         |
| A commitment to landscape and heritage conservation  |           | ✓         |
| The ability to work effectively with people from a wide range of disciplines               |           | ✓         |
| Able to work co-operatively as part of a team  | ✓         |           |
| Able to work effectively under pressure  | ✓         |           |
| Self-motivation  | ✓         |           |
| Able to motivate others  | ✓         |           |
| Physically able to get to sites not accessible by vehicle                                  | ✓         |           |

## **JOB CONTEXT**

### **Job Title: Elan Links Assistant Scheme Manager**

This is a post for a fixed term of two years for between 22.5 – 37.5 hours (negotiable with the successful candidate). It is funded by the Elan Links Scheme with contributions from the NLHF Landscape Partnership Fund, Elan Valley Trust, Dŵr Cymru Welsh Water and others. You will be line managed by the Scheme Manager of Elan Links, but also answerable to the Elan Links Partnership Board.

The role during this period is to support with the management of the two year Delivery Phase of the Elan Links Scheme. It will involve working with a number of individuals and organisations in the Elan Valley locality, staff from all partner organisations, particularly EVT, DCWW, Tir Coed and CARAD, community groups and the public.

Your main office location will be the Elan Estates Office in the Elan Valley although some home working may be possible. Some evening and weekend working may be necessary. Travel within the Elan Valley area is required including to a range of sites across the Elan Valley Estate many of which are across difficult terrain and only accessible on foot. Some travel further afield to the target communities of the Birmingham area may be required. The post holder is required to provide suitable transport, for which appropriate expenses are reimbursed. Staff are expected to work harmoniously with each other and with volunteers and to provide appropriate assistance and advice to other staff and volunteers when desirable for the effective undertaking of their respective responsibilities. A willingness to be flexible about working arrangements and to provide occasional cover for absent staff will be required in order to maintain project and organisational effectiveness.

## APPLICATION & INTERVIEW PROCESS:

Your application form must reach the Elan Links Lead Partner via email by 18<sup>th</sup> of November. **Please mark for the attention of:** Eluned Lewis, Elan Links Scheme Manager, Elan Valley Estate Office, Elan Village, Rhayader, Powys, LD6 5HP; or [eluned.lewis@elanvalley.org.uk](mailto:eluned.lewis@elanvalley.org.uk)

Please also include the names, addresses (including email addresses, if available) of 2 referees who we may contact.

Please also provide us with your full name, phone number and postal address in order that we may confirm receipt of your application.

**Interview:** The Selection Board will normally consist of five interviewers who will question you mainly in connection with your academic and/or work experience and your job-related achievements. The Board's main aim will be to gain an insight into your ability to carry out the post effectively and efficiently. You will be asked to give a short verbal presentation as part of your interview, exact details of which will be confirmed. The successful candidate will be offered the post, subject to satisfactory references and will also be asked to provide:

- Confirmation of the Right to Work (UK Passport or Work Visa).
- They will then be expected to take up the post as soon as possible thereafter.

**Equal Opportunities:** We are committed to equal opportunities and welcomes applications from all age groups and sections of the Community. Subject to the law, no applicant for a staff appointment or member of staff will be treated less favourably than another. Employment with the Elan Valley Trust and progression within employment will be determined only by personal merit and their ability to complete the job. We do this by applying criteria which are related to the duties and conditions of each particular post and the needs of the institution concerned.

We will consider applications for employment on a part-time, job-share, or other flexible working basis, even where a position is advertised as full-time, unless there are operational or other objective reasons why it is not possible to do so.

As this post will involve contact with a mixture of people, any candidate provisionally offered the position will be asked to complete a Standard Disclosure and Barring Service check.

## Main conditions of employment

|                               |  |
|-------------------------------|--|
| <b>Job title:</b>             | Elan Links Assistant Scheme Manager  |
| <b>Employment start date:</b> | January 2022   |
| <b>Place of work:</b>         | Elan Estates Office, Elan Village, Rhayader, Powys, LD6 5HP.   |
| <b>Salary:</b>                | Pro rata based on a full time annual salary of £28,000-£32,000 per annum   |
| <b>Pension:</b>               | The Manager is entitled to join the Elan Valley Trust pension scheme (minimum contribution 2% of salary) and will receive up to 5% employer's contribution   |
| <b>Probationary period:</b>   | This post is subject to a <b>six month</b> probationary period.  |
| <b>Duration:</b>              | Two year fixed term contract   |
| <b>Hours:</b>                 | 22.5 / 37.5 hours negotiable with the successful candidate but working hours will be flexible and will include some evening and weekend work. Time off in lieu will be allowed for overtime worked           |
| <b>Annual leave</b>           | Standard Annual Leave entitlement is 28 days per year including statutory public holidays for staff working 37.5 hours per week. A pro rata calculation will be made for staff working less than 37.5 hours. |
| <b>Use of vehicle</b>         | Costs of own vehicle use may be claimed at the prevailing EVT mileage rate   |
| <b>Closing date:</b>          | The closing date for electronic receipt of completed applications for this position is <b>5pm on 18th November 2021</b> .  |
| <b>Interview date:</b>        | Interviews are planned for 23 <sup>rd</sup> and 24 <sup>th</sup> of November at Elan Estates Office, Elan Village, Rhayader, Powys, LD6 5HP  |