



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

### **Elan Links Natural Heritage Surveyor**

**Salary: 19- 24k per annum**

**Do you feel passionate about making a difference to upland landscapes and wildlife? Do you like working with people? We're looking for somebody to coordinate the natural heritage strands 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 natural heritage strand is implemented successfully with positive outcomes and lasting legacy.**

**Closing Date:**

**Interview Date: to be confirmed & held via online platform**

**Location: Elan Valley, Rhayader, Powys, LD6 5HP**

**Hours: 15 Hour Contract for 1 year**

### **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 Heritage Lottery Fund 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.

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.

<b>Job Title:</b>	<b>Elan Links Natural Heritage Surveyor</b>
<b>Accountable to:</b>	Land Agent, Elan Valley Trust
<b>Contract</b>	15 hours per week on a salary scale of £19,000 to £24,000 1 year fixed term contract

**Job Purpose:**

To undertake survey works for the natural heritage projects of the Elan Links Landscape Partnership Scheme and support with training of volunteers to do the same.

**1. Main Responsibilities:**

**Support with the delivery of the natural heritage projects during the delivery phase of the Elan Links: People, Nature & Water Landscape Partnership Scheme.**

1.1 Responsibility to deliver the required survey work for following projects:

- 1a: Better Bogs
- 1b: Better Dry Heath
- 1c: Improving Elan's Woodlands
- 2a: Elan Rare Birds
- 2b: Elan Rare Species
- 3a: Elan Hay Meadows
- 3b: Elan's Rhos Hay
- 3c: Elan Ram Scheme
- 3d: Elan Cattle
- 3e: Elan Wethers

1.2 To undertake baseline surveys and coordinate habitat and species monitoring.

1.3 To check and monitor the deliverance of Natural Heritage Delivery Contracts.

1.4 To complete the necessary surveys and site visits to enable the agreement of the Natural Heritage Delivery Contracts.

1.5 To work closely and organise where necessary the Natural Heritage Sub-Committee.

1.6 To assist the Volunteer Coordinator in order to engage new, and support existing, volunteers through capacity building and training programmes so they are able to play a greater role in Elan's natural heritage.

1.7 Ensure that all natural heritage work is recorded and monitored appropriately, to meet the standards expected by the HLF, the lead partner (EVT) and the Elan Links Monitoring & Evaluation Plan.

1.8 Work to ensure the projects fit in with and provide an on-going legacy for natural heritage within Elan and surrounding area.

1.9 Assist with the communication and promotion of the projects.

1.10 In addition to the above responsibilities this role will include legacy elements on behalf of the Partnership and the Elan Valley Trust. This could include evaluation of the actions undertaken during the scheme and their effectiveness, thus informing future conservation methods and decision-makers.

## **2. Other responsibilities**

2.1 Your initial focus will be delivering the natural heritage works within the Elan Links Scheme. In order to help deliver this you will be required to interact with other staff within partner organisations

2.2 Participate in the work of cross-cutting project/area teams

2.3 Join those project or area teams deemed necessary by the Scheme Manager.

2.4 Use your specialist skills and experience alongside other colleagues to ensure the integrated delivery of the strategic priorities within the Elan Links Scheme.

2.5 Work with your Line Manager(s) to balance your workload in order to best focus your time on delivering the Elan Links Scheme.

## **3. General Responsibilities**

3.1 Record your activities and progress.

3.2 Attend Team Meetings.

3.3 Oversee the monitoring of the Projects and Participants, ensuring that the agreed Outputs and Outcomes are being met.

3.4 Promote the work, mission and vision of the Elan Links Scheme recognising and acknowledging the role of the Partnership at all appropriate times.

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

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

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

3.8 Work within the policies and procedures of the Elan Valley Trust ensuring own compliance with health and safety policies and procedures and that of any staff and resources for which you are responsible.

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

3.10 Supervise and support volunteers as appropriate to your role.

3.11 Carry out any other reasonable duties commensurate with the level of responsibility of the post, as requested by your line manager or Chair of the Partnership.

## PERSON SPECIFICATION

### Job Title: Elan Links Natural Heritage Surveyor

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

Qualifications	Essential	Desirable
A degree in biological, environmental, or rural land use science, or equivalent experience		✓
Local knowledge and understanding of the Elan Links area	✓	
<b>Knowledge, Understanding &amp; Experience</b>		
Understanding of agri-environment type schemes		✓
Experience in developing and implementing environmental schemes and management		✓
Experience of ecological monitoring, surveying and species identification	✓	
Track record of engaging and developing relationships with individuals, particularly in the rural community.		✓
Full driving licence and valid car insurance for business use together with use of a vehicle	✓	
Practical experience of landscape conservation or enhancement	✓	
Experience of training others and/or leading workshops	✓	
The ability to use IT applications including word processing, spreadsheets, databases, powerpoint, databases	✓	
Experience of using GIS	✓	
Data management experience (data recording, comparison, analysis and presentation of findings)		✓
Project management experience		✓
Experience with communications including development of websites, use of social media and liaison with press		✓
Experience of organising and delivering events		✓
Working with / co-ordinating a range of organisations		✓
Experience of dealing with contractors		✓
<b>Personal qualities</b>		
Excellent written and verbal communications in Welsh		✓
A commitment to landscape and heritage conservation	✓	
A commitment to helping people		✓
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	✓	
Flexible: able to rapidly assimilate information and adapt to a changing environment		✓

## **JOB CONTEXT**

### **Job Title: Elan Links Natural Heritage Surveyor**

This is a part time (15 hours per week) post for a fixed term of one year. It is funded by the Elan Links Scheme with contributions from the HLF Landscape Partnership Fund, Elan Valley Trust, Dŵr Cymru Welsh Water and others.

This role during this period is to manage the remaining delivery phase of the communications, community engagement and interpretation projects for 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.

The office location will be the Elan Estates Office in the Elan Valley. 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. 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.

Through their jobs all staff have a responsibility for achieving the Scheme objectives and for maintaining the good reputation of Scheme partner organisations by showing high levels of integrity, honesty, and responsibility.

## APPLICATION & INTERVIEW PROCESS:

Your application form must reach the Elan Links Scheme Manager via email or by post by no later than **12pm on Wednesday 22nd of December 2021**. **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@elanvalleytrust.org](mailto:eluned.lewis@elanvalleytrust.org)

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 and/or electronic address in order that we may confirm receipt of your application.

**Interview:** The Selection Board will normally consist of four 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 undertake a task / 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>	<b>Elan Links Natural Heritage Surveyor</b>
<b>Employment start date:</b>	January 2021
<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 £19,000-24,000 per annum
<b>Pension:</b>	The Officer 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>	1 year Fixed term contract, ending December 2022
<b>Hours:</b>	Part time <b>15 hours per week</b> , 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>	The annual leave entitlement is <b>11.5 days per annum</b> (pro rata for part time) plus statutory public holidays.
<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>12pm on Wednesday 22nd of December 2021</b>
<b>Interview date:</b>	Dates for Interviews will be confirmed and held on a suitable online platform