

JOB DESCRIPTION

JOB TITLE:	Climate & Nature Officer
SALARY SCALE :	LC1 (SCP 15-17) £22,628-£24,491 FTE (£12,843-£13,900 pro rata) <i>PAY AWARD PENDING</i>
HOURS:	21 hours per week
CONTRACT:	Permanent (subject to satisfactory completion of probationary period)
RESPONSIBLE TO:	Town Clerk

ROLE

Undertake the management, delivery, and implementation of a range of identified council strategic climate and nature projects to set timescales, including: conducting research; liaising with the Clerk and councillors and other professionals; arranging, servicing and contributing to meetings; supervising or carrying out agreed actions as appropriate; monitoring and recording progress across a range of projects; monitoring budgets; and reporting both to the Clerk and to Council and/or Committees.

KEY TASKS AND RESPONSIBILITIES

- Draft, implement and progress climate & nature projects giving due regard to the latest adopted Council Strategic Plan.
- Draft and monitor Action Plans, progressing the actions therein.
- Ensure projects meet budget, climate change, equality, and other agreed outcomes.
- Liaise with all tiers of local government to facilitate joint projects to enable a holistic approach to improving the village.
- Encourage collaboration through the facilitation and championing of change programmes and initiatives.
- Network and liaise with other partners and stakeholders in the village to progress identified joint projects.
- Develop engagement strategies and dialogue with different community groups and organisations.
- Lead on Town Council Communications in relation to the climate and nature agenda, including writing articles and social media posts.
- Network and collaborate with stakeholders to facilitate financing and fundraising to allow the formulation and progression of identified projects.
- Keep accurate records of proposals, submissions, approvals, and deadlines of projects.
- Monitor expenditure and compliance for projects, and prepare reports for the Clerk and Council.

- Assist the RFO in the preparation of annual budgets.
- To work methodically to priorities work and meet deadlines.
- Prepare agendas and minutes as necessary, and attend Climate & Nature Working Group meetings.

Partnership Working

- Act as climate & nature ambassador for the Council and the village, promoting the Council within the local community and representing the Town Council where required.
- Assist the Council in fulfilling its role as Community Leader through determining, in partnership with Elected Members and other partners, the key climate & nature priorities for the local community.
- To develop a positive approach to partnership working, which supports the aims of the council, and furthers local priorities, by developing relationships and working th a broad range of stakeholders.

Other Responsibilities

- To undertake such other responsibilities and functions as may be required from time to time by the Council, commensurate with the duties and responsibilities of the post.

The following accountabilities apply to all posts as relevant to and consistent with their grade and duties:

- Work Environment: This post demands a level of flexibility, a positive attitude and ability to adapt to changes due to service needs.
- To ensure that the Council's values, policies, procedures, Standing Orders, and Financial Regulations, and relevant external regulations, standards or legal requirements, including the Data Protection Act, the Computer Misuse Act, the Health & Safety at Work Act and other relevant legislation are integrated into work programmes and service delivery.
- To undertake research including identifying examples of established best practice in other authorities and organisations and taking account of current and planned protocols and processes within the Council and prepare and present advice and reports to professional standards which enhance the council's reputation.
- To maintain strict confidentiality wherever required.

Valuing Diversity

- Ensure that all service delivery is customer focused and delivered within a framework that recognises and respects the diverse nature of the community, with an emphasis on inclusion and access.
- To implement the Council's Equal Opportunities and Diversity policies and to work actively to overcome discrimination on grounds of age, disability, gender, race, religion/belief, sexuality or status in the Council's service.
- To take responsibility appropriate to the post held for tackling racism and promoting good race, ethnic and community relations.

Personal Development

- To attend training courses or seminars relevant to role as required by the Council.

PERSON SPECIFICATION
CLIMATE & NATURE OFFICER

	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
Degree, or equivalent, in a climate & nature field	✓	
A project management qualification		✓
Additional relevant specialist professional qualifications with regards to climate & nature.		✓
KNOWLEDGE AND SKILLS		
Strong understanding of climate and nature challenges within the context of local communities	✓	
High standard of IT ability (Word, Excel, PowerPoint, Outlook, Teams, internet, social media).	✓	
Communication and influencing (negotiations, report writing, presentations, media, meetings).	✓	
Research, analysis, and policy development experience.	✓	
Resource management - Project/contract management and evaluation, including policies & procedures.	✓	
Evidence of implementing effective strategic thinking and introducing innovative working in a multi-disciplinary environment.		✓
Objective and outcome focused, capable of critical reasoning and evidence based decisions.	✓	
Knowledge of the functions and role of a Parish Council.		✓
WORK EXPERIENCE		
Successful track record of delivering climate & nature projects.	✓	
Evidence of building working relationships and networks with the public, private and voluntary sectors.	✓	
Demonstrable success in climate & nature change and improvement management, managing a diverse range of services and translating organisational ambitions into real achievements that benefit service users.	✓	
Experience of working within local government		✓
Project management experience		✓

BEHAVIOURS AND CHARACTERISTICS		
Confident in liaising with Officers, Members, Committee Members, Volunteers, and the general public.	✓	
Highly committed, enthusiastic and motivational	✓	
Politically aware, robust and resilient enough to work within a challenging and complex environment.	✓	
Committed to local democracy, social justice, and accountability to the community.	✓	
Team worker with an approachable style who can work across boundaries and achieve performance and results.	✓	
Excellent communicator in both written and oral form.	✓	
Negotiating and influencing skills: Personality, conduct and credibility that engages and commands the confidence of councillors, staff, local communities, external partners/organisations, and other stakeholders.	✓	
Energy and resilience to lead and drive the pace of change.	✓	
Advocate of equality and diversity and dignity and respect in the work place.	✓	
Able to get the balance right between vision, strategy, and a pragmatic results driven approach.	✓	