



## Environmental Project Officer Person Specification

Attributes	Essential	Desirable
Physical	<ul style="list-style-type: none"> <li>• Physically fit and able to carry out practical tasks as required by the role</li> <li>• Be able to represent the Project professionally and effectively to partner organisations, agencies and individuals in a very broad range of settings</li> <li>• Hold a full UK driving licence and be willing to drive</li> </ul>	
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Qualification in countryside management/ environmental conservation or related subject</li> <li>• A minimum of two years' experience working in the countryside management/ environmental conservation sector</li> <li>• Knowledge and experience of detailing, costing and delivering a broad range of countryside management projects, such as the construction and maintenance of; footpaths, boundaries, countryside furniture and related countryside access works, as well as habitat management skills</li> <li>• A good knowledge of natural history and ecology</li> <li>• A good knowledge of legislation and policy relating to nature conservation and the environment</li> <li>• A good knowledge of tool maintenance</li> <li>• Qualified in chainsaw use</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified in the use of powered pole saws</li> <li>• Qualifications in other relevant machinery operation used in the countryside sector</li> </ul>

	<ul style="list-style-type: none"> <li>• Qualified in strimmers / brushcutters</li> </ul>	
Volunteers	<ul style="list-style-type: none"> <li>• Experience of working with volunteers from a range of backgrounds</li> <li>• Experience of managing volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• A qualification related to volunteer management</li> </ul>
Training	<ul style="list-style-type: none"> <li>• Willing to undertake training for professional development within the role</li> </ul>	
Health and safety and other relevant legislation	<ul style="list-style-type: none"> <li>• A knowledge of health and safety regulations and legislation</li> <li>• Experience of carrying out risk assessments</li> <li>• Qualified in first aid at work or willing to undertake training</li> </ul>	
Finance and projects	<ul style="list-style-type: none"> <li>• Knowledge of budgets, finances, projects, and contracts</li> <li>• Aware of funding opportunities for public access and site management</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing budgets</li> <li>• Experience of preparing and submitting funding applications to external agencies and charitable trusts</li> </ul>
<b>Skills &amp; Abilities</b>		
Communication skills	<ul style="list-style-type: none"> <li>• Effective writing skills including reports and letters</li> <li>• Administration skills</li> <li>• Able to communicate effectively with people from a wide range of backgrounds and age groups</li> <li>• To work with and communicate effectively with colleagues and agencies, organisations and individuals external to the Project</li> </ul>	

IT skills	<ul style="list-style-type: none"> <li>• Computer literacy (word processing, spreadsheets etc) and the ability to learn new computer programmes</li> <li>• Aware of GIS computer systems</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of social media programmes and their use</li> </ul>
Decision making and time management	<ul style="list-style-type: none"> <li>• Assess priorities, set goals and make decisions to prioritise own workload</li> <li>• Systematic and efficient organisational skills, including the ability to work methodically and the ability to work to deadlines</li> </ul>	
Equal opportunities and managing diversity	<ul style="list-style-type: none"> <li>• Understand and apply equal opportunities policies</li> </ul>	
Partnership management	<ul style="list-style-type: none"> <li>• Experience of working with community groups and individuals from a very diverse range of backgrounds and abilities</li> <li>• Experience of working with local authorities</li> <li>• Experience of working with schools</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of complex multi-agency projects</li> <li>• Experience of working on and managing public events</li> </ul>
<b>Work related circumstances</b>	<p>Candidates will be expected to:</p> <ul style="list-style-type: none"> <li>• Understand and promote Steel Valley Project’s charitable aims and objectives</li> <li>• Work as part of small team</li> <li>• Work flexibly (including some weekend work and hours outside the agreed core period)</li> <li>• Be able to undertake an enhanced Disclosures and Barring Service background check</li> </ul>	