



Partnership Manager Lothians & Fife Green Network Partnership

Salary: £29,619 per annum (pro rata), + 8% pension contribution + car allowance.

Fixed term to 31 March 2019; possibility of extension subject to funding availability. 28 hours per week. Post based at Edinburgh & Lothians Greenspace Trust Offices, Swanston Steading, Edinburgh.

Closing date: 5pm, Wednesday 25th April 2018

The Lothians & Fife Green Network Partnership is a regional initiative driven by Forestry Commission Scotland, Scottish Natural Heritage, the four Lothian Local Authorities, Fife Council, Fife Coast & Countryside Trust, Woodland Trust Scotland, Edinburgh & Lothians Greenspace Trust and Central Scotland Green Network Trust. See more at www.lfgnp.org.uk.

The Lothians & Fife Green Network Partnership (LFGNP) is committed to promoting the economic, social and ecological benefits of green networks across east central Scotland. As part of the wider Central Scotland Green Network, our aim of creating a quality environment will be achieved through coordinated action by communities, agencies and businesses working together.

We wish to appoint a Partnership Manager to continue the development of the LFGNP and be responsible for the management and development of the growing number of relationships with partners within the public, voluntary and private sector around green network initiatives in the Lothians and Fife.

We are looking for a suitably qualified and enthusiastic self-starter, with a proven track record of project development, management and delivery with the ability to operate at a strategic level and engage a wide range of partners in a similar working environment.

To apply for the post, please send your application form based on the job description and person specification, by 5pm on 25th April 2018 to Jenni Green (by email to recruitment@elgt.org.uk or at the address below).

Interviews will be held on: Wednesday 2nd May 2018

For an application form please visit our website at www.elgt.org.uk or contact the Trust at: Edinburgh & Lothians Greenspace Trust, 109/11 Swanston Road, Edinburgh, EH10 7DS
Tel: 0131 445 4025.

The post jointly funded by:





LFGNP Partnership Manager Job Description

Employer:	Edinburgh and Lothians Greenspace Trust
Workplace:	Swanston Steading, Swanston Road, Edinburgh, EH10 7DS
Reporting to:	Lothian and Fife Green Network Partnership Steering Group
Duration of Post:	Fixed term to 31 March 2019 with possibility of extension subject to funding availability. 28 hours per week
Salary:	£29,619 per annum (pro rata) + 8% pension contribution + car allowance.

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Purpose of the Post:

Through partnership working, secure the development and delivery of green network initiatives in the Lothians and South Fife region as part of the wider Central Scotland Green Network (CSGN).

To manage a small team promoting and facilitating the timely implementation of the LFGNP Business Plan.

Key responsibilities:

Champion and promote the Central Scotland Green Network concept and Green Network activity throughout Edinburgh, the Lothians and Fife.

- Provide leadership, direction and management support to the Partnership.
- Develop and drive forward the implementation of the Partnership Business Plan and Action Plan and monitor and report on budget and progress.
- Develop strategic projects and initiatives in accordance with the Business and Action Plan including concept development, partnership building, fundraising and co-ordination of partners for their delivery.
- Promote best practice in green networks planning and delivery within the partnership area.
- Manage one member of staff (Development Officer)
- Co-ordinate Partnership and Steering Group meetings and prepare regular progress reports for the Steering Group.

- Facilitate and support the development of regional green network strategies, including the preparation and implementation of associated delivery plans.
- Ensure that the Partnership functions actively as an integral component of CSGN through input into appropriate fora, meetings, seminars, workshops and networking events.
- Identify and secure potential sources of finance and other resources to support green network initiatives across the region.
- Identify opportunities to create linkages with neighbouring regions and support delivery of cross-border projects and initiatives especially through the strategic planning process of SESplan.
- Work closely with local authority partners across various relevant departments including, greenspace and development planning and management to support delivery of green networks.
- Develop and maintain the communication strategy and action plan including updating the website, issuing regular bulletins and use of other appropriate media.

Activities

The post holder will work with partners to:

1. Increase the profile of the LFGNP amongst stakeholder groups across the region, including landowners and managers, developers, businesses, public agencies, other organisations, local authorities and local users of green space and woodland.
2. Provide leadership, direction and management support for partners and the Steering Group in the development, appraisal, co-ordination and timely delivery of strategic projects and green network initiatives. Work to identify gaps in funding and delivery and identify opportunities to bring local and regional project partnerships together to fill them.
3. Prepare and manage an annual budget for the LFGN Partnership. Prepare financial reports, progress reports and other papers as required to support the Partnership Steering Group.
4. Line management responsibilities for the Development Officer.
5. Support the development of relevant regional green network strategies including the preparation of associated delivery programmes. Identify appropriate mechanisms for implementing actions with partners and wider stakeholders. This may include the preparation of funding bids and other applications for support and the administration of seed corn funding of projects.
6. In association with the Steering Group, develop and implement an Action Plan for the Partnership and monitor and report on progress.
7. Assist and support planning authorities with the delivery of Strategic Development Plan (SESPLAN) objectives in relation to green networks.
8. Provide support to Partners and relevant stakeholders to maximise opportunities for biodiversity, woodland and other habitat creation, access, health, outdoor education and community action within green networks.
9. Communicate progress on delivery of the Green Network through a programme of events and activities, the production of publicity and other material including information on projects and initiatives including an Annual Review, and the development of web-based information.

10. Represent the LFGNP on the CSGN Regional Advisory Forum and provide appropriate input as required.
11. Consult regularly at a senior level with partner organisations to maintain awareness and encourage continued support for the development of green network policy, and identify and address emerging needs, opportunities and constraints.
- 13 Work in partnership with relevant stakeholders, to coordinate the development and monitoring of the regions Forest and Woodland Strategies and contribute towards their implementation.

**LOTHIANS & FIFE GREEN NETWORK PARTNERSHIP
PERSON SPECIFICATION - LFGNP Partnership Manager**

	Essential requirements	Desirable requirements
Professional and Technical Expertise	<ul style="list-style-type: none"> Recognised degree/diploma in an environmental or forestry related subject. Other degrees/diplomas if allied to a work background in the environment or ecology A similar level of appropriate knowledge gained from significant practical and related work experience. 	<ul style="list-style-type: none"> Relevant post graduate qualifications Chartered status or working towards membership of a relevant professional body e.g. Institute of Chartered Foresters, Landscape Institute or Chartered Institute of Ecology and Environmental Management.
Relevant Experience	<ul style="list-style-type: none"> Successful partnership working; negotiating, networking and liaison with representatives from public (especially local authority), private and voluntary sectors Knowledge of relevant national and local environmental policies and legislative framework, particularly in relation to the CSGN, Forestry Policy Framework in Scotland, land use and the concept of Green Networks Setting priorities, project planning, development and delivery, budgeting and outcome-based monitoring and reporting. Experience of funding processes and making grant applications to relevant bodies. Communication experience, including presenting to professional audiences, organisation and delivery of workshops and other events. Production of publicity materials and communications by use of various methods including social media. 	<ul style="list-style-type: none"> Knowledge of the wide range of policies linked to urban community regeneration e.g. social inclusion, regeneration, environmental justice and health. Experience of project planning and implementation relating to green network based projects. Understanding of development planning processes in Scotland and familiarity with local development plans and masterplans Understanding of Integrated Habitat Networks Experience using mapping and GIS software.
Skills and Attributes	<ul style="list-style-type: none"> Excellent interpersonal, verbal and written communication skills. Confident and courteous manner and a strong networker. Strong project planning, organisational and time management skills. Computer literate and experienced with Microsoft Office packages and IT Mapping systems (Arc view) Able to lead on ideas and to gain support Self-starter with ability to work as part of a team. Approachable and able to enthuse and build confidence with partners. Able to identify opportunities to share knowledge, information and learning and make progress by working with colleagues Enthusiastic around goals and activities – adopting a positive approach when interacting with others. 	
Values and Attitudes	<ul style="list-style-type: none"> Commitment to professional standards and quality. Commitment to Equal Opportunities and Health & Safety in the workplace. Take responsibility for creating a working environment that encourages equality, diversity and inclusion Listen to, understand, respect and accept the value of different views, ideas and ways of working 	
Other	<ul style="list-style-type: none"> Flexibility – some evening and weekend work The duties of this post require the applicant to have a full current driving licence that enables them to drive in the UK. However, ELGT is willing to consider any proposals put forward by applicants that would allow them to do the job by other means. 	

CONDITIONS OF SERVICE

1) FLEXITIME WORKING

- a) **Working week** - 28 hours per week (excluding lunch break)
- b) **Working day** – 8.00am – 6.00pm
- c) **Core hours** - 10.00am – 12.00am, 2.00pm – 4.00pm Monday to Thursday
10.00am – 12.00am, 2.00pm – 3.00pm Friday
- d) **Lunch break** - minimum 30 minutes to maximum 2 hours, taken between 12.00 and 2.00pm.
- e) **Conditions** - the scheme will operate within the confines of 4 weekly periods of 35-hour working weeks. Any credit/deficit of hours cannot be carried forward to the next period. A maximum of 4 periods of 3.5 hours (14 hours) flexitime leave may be taken in any 4-week period with the agreement of the Chief Executive. Staff must log in/log out if leaving the building and fill in weekly record sheets.

The scheme does not affect entitlement to time in lieu for evening/weekend meetings or annual holiday leave. The Trust aims to be as flexible as possible and will try to accommodate, wherever possible, individual staff arrangements to cover e.g. family circumstances, study, courses of medical treatment.

2) ANNUAL HOLIDAY ENTITLEMENT

- 27 days within leave year of 1st April to 31st March (pro-rata for part-time employees)
- Plus 6 public holidays
- Plus 3 days to cover period between Christmas and New Year when office is closed
- Plus an additional ½ day per complete year of service up to a maximum 37 days (excluding public holiday days and Christmas/New Year break).

3) PENSION

The Trust runs a qualifying workplace scheme with Royal London with an 8% company contribution and minimum employee contribution of 3%.

The Trust complies with auto-enrolment legislation and will auto-enrol eligible new employees into the pension scheme on their start date with a 3-month postponement period. Full information, including opt-out rights, will be provided on starting with the Trust.

4) CAR MILEAGE ALLOWANCE

As an essential car user an allowance of £80 per month will be applicable in addition to 15p per mile for use of own car.