



## **Development Officer Job Description**

Employer:	Edinburgh and Lothians Greenspace Trust (ELGT)
Workplace:	Based at ELGT Office, 109/11 Swanston Road, Edinburgh EH10 7DS; post involves travel across Edinburgh, the Lothians and Fife
Reporting to:	Lothian and Fife Green Network Partnership Manager and Steering Group
Duration of Post:	Fixed term, 12 month post until 31 <sup>st</sup> March 2019, with a possibility of extension dependent on securing funding
Salary:	£25,063
Hours:	35 hours per week

The Lothians and Fife Green Network Partnership (LFGNP) is committed to promoting the economic, social and ecological benefits of green networks across our Region. 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.

### **Purpose of the Post:**

To promote and facilitate implementation of the Lothians & Fife Green Network by providing support for the development and delivery of strategic projects and programmes. You will assist the LFGNP steering group and Partnership Manager identify and develop opportunities to promote and enhance networks of woodland, habitats, derelict areas, active travel routes, greenspace links, watercourses and waterways which will contribute to the wider Central Scotland Green Network.

### **Key responsibilities:**

1. Provide support to the LFGNP Partnership Manager in the development of identified Green Network projects and programmes.
2. Work with local and regional green network/environmental partnerships to develop and facilitate the delivery of identified Green Network projects.
3. Input into the development of the LFGNP Work Programme.
4. Assist with the implementation of the LFGNP Communications Plan.
5. Identify events and opportunities to showcase and promote the work of LFGNP.
6. Co-ordinate project development in accordance with LFGNP priorities.
7. Assist LFGNP partners to secure the resources necessary to deliver Green Network priorities and prepare proposals for funding and other support.
8. Monitor the progress of individual initiatives against target timescale, budget and outputs and prepare regular progress reports.

## **Activities**

The post-holder will:

1. Provide support to the L&F Green Network Partnership Manager in developing aspects of the Work Programme.
2. Develop, plan and implement projects relating to woodland management/creation, environmental, access and greenspace based projects as identified in the Work Programme.
3. Engage with stakeholders, such as Local Authorities, landowners and local communities promote Green Network benefits and to facilitate delivery of strategic and cross boundary green network projects, including woodland creation and management.
4. Input as required to progress reports for the LFGNP Steering Group and participate in Steering Group meetings.
5. Prepare funding applications, budgets, monitoring and reports on project progress.
6. Assist the Partnership Manager with development and implementation of LFGNP communications including editing webpages and the production of E-bulletins, leaflets and posters.
7. Regularly maintain and update the LFGNP website and social media account.
8. Raise awareness of individual green network projects and promote active engagement with the CSGN initiative including oral presentations on Green Networks to organisations and groups.
9. Prepare and maintain an overview of the outputs and outcomes of Green Network projects and prepare summary reports as required.

## LOTHIANS & FIFE GREEN NETWORK PARTNERSHIP

### PERSON SPECIFICATION- DEVELOPMENT OFFICER

	<b>Essential</b>	<b>Desirable</b>
<b>Education / Training/ Knowledge</b>	<ul style="list-style-type: none"> <li>● Recognised degree/diploma or equivalent in an environmental, forestry, or land use related subject.</li> <li>● A similar level of appropriate knowledge gained from significant practical and related work experience.</li> </ul>	<ul style="list-style-type: none"> <li>● Environmental/Sustainable Development/ Regeneration experience.</li> <li>● Knowledge of CSGN and green network priorities in Lothians &amp; Fife.</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>● Knowledge and experience of project development and planning of green networks and/or woodland.</li> <li>● Experience in project development and implementation, budgeting and outcome-based monitoring and reporting.</li> <li>● Successful working with partners, groups and individuals.</li> <li>● Networking and liaison with representatives from public, private and voluntary sectors.</li> <li>● Experience in web-based media editing and maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>● Organising and participating at public meetings and events.</li> <li>● Knowledge of the wide range of policies linked to green networks.</li> <li>● Experience in promoting environmental initiatives to relevant stakeholders.</li> <li>● Track record of delivering environmental initiatives and projects.</li> <li>● Experience of dealing with external funding mechanisms and developing grant applications.</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>● Excellent interpersonal, verbal and written communication skills.</li> <li>● Project planning, organisational, budget and time management skills.</li> <li>● Computer literate and experienced with Microsoft Office packages and web-based media such as Twitter, Instagram and Wordpress.</li> <li>● Knowledge and experience in use of GIS systems such as ArcMap and QGIS or have experience of using open source online maps.</li> <li>● Confident and courteous manner.</li> <li>● Self-starter with ability to work as part of a team.</li> <li>● Highly motivated and able to work efficiently without supervision.</li> <li>● Approachability and ability to enthuse others.</li> </ul>	
<b>Values and Attitudes</b>	<ul style="list-style-type: none"> <li>● Commitment to professional standards and quality.</li> <li>● Commitment to the benefits of environmental regeneration and community engagement as a means of improving the quality of life and well-being of communities.</li> <li>● Commitment to Equal Opportunities and Health &amp; Safety in the workplace.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>● Flexibility – some evening and weekend work</li> <li>● The duties of this post require the applicant to have a full 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.</li> </ul>	

## CONDITIONS OF SERVICE

### 1) FLEXTIME WORKING

- a) **Working week** - 35 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 1<sup>st</sup> April to 31<sup>st</sup> 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.