

**Job Description**

**Job Title: Coast Project Officer**

**Salary Grade:** Grade 5

**SCP:** 17 - 22

**Job Family:** Regulation and Technical

**Job Profile:** RT 4A

**Directorate:** Economic Regeneration, City Development

**Job Ref No:**

**Work Environment:** Office and Site-based

**Reports to:** Principal Ecologist

**Number of Reports:** None

**Purpose:**

* To protect and enhance the Northumbria Coast Special Protection Area (SPA) and Durham Coast Special Area of Conservation (SAC) through the implementation of a Recreation Mitigation Strategy.
* You will be the main point of contact with the community to help visitors understand the effects of human disturbance on birds and habitats and encourage behaviours to reduce the impacts. This comprises research, education, enforcement, monitoring and the introduction of new mitigation measures where appropriate.
* This will enable the Council to meet the requirements of Conservation of Habitats and Species Regulations 2017 (Habitat Regulations) by mitigating against the potential significant effects on the sites due to increased recreational pressure resulting from new homes.

**Key Responsibilities:**

* Implement the council’s Recreation Mitigation Strategy, providing the main on-site visitor liaison role.
* Work collaboratively with equivalent and complementary posts in South Tyneside, Sunderland and the region to ensure consistency across the designated areas and to provide a mutual support network.
* Assist in establishing and running a Steering Group with project partners and agree an annual work programme with the production of annual, quarterly and progress reports.
* To undertake and/or commission appropriate surveys to protect and support the conservation objectives of the SPA and SAC.
* Monitor and analyse survey results to inform habitat management and a review of the effectiveness of access management/mitigation measures.
* Undertake site management as necessary ranging from habitat to access management of designated sites and Suitable Alternative Natural Green space (SANG).
* Undertake habitat creation and access measures to complement the conservation objectives of the SPA and SAC.
* Assist with the delivery of a marketing and events programme for the project, including improving and standardising signage and interpretation and working with partners to prepare and implement an inclusive events programme.
* Assist with the delivery of a focused dog project to raise awareness of issues and engage positively with dog walkers to benefit the designated sites.
* To establish links with local businesses, local schools, colleges and the university to develop an educational resource for all ages, including developing opportunities for a Citizen Science Project.
* To procure all relevant, contracts, goods and services, using existing Council guidelines and procurement systems.
* To work together with project partners to establish and recruit a professionally run and managed volunteer service covering all aspects of the running of the project including: inducting new members, training and managing volunteers, establishing a volunteer base and producing necessary documentation and work programmes.
* To ensure adequate risk assessments and other Health and Safety requirements are in place and adhered to in relation to all aspects of the project.
* Comply with all relevant health and safety legislation with reference to the Council’s Health & Safety Policy and site/task risk assessments.
* Ensure personal protective equipment is up-to-date (procuring replacements where needed), issued and used by all volunteers and relevant staff – details to be agreed with the Council.
* To maintain accurate records and accounts and provide reports as required.
* Support the preparation and implementation of Bye-laws where appropriate.
* To be prepared to deal with demanding situations and challenging individuals and groups.
* Assist with management of budgets and resources, including the reimbursement of expenses, purchase of equipment and materials, consultant services, interpretation material and all other necessary services as required by the role.
* Purchase and maintain all equipment required for the project and ensure storage in a safe and tidy condition – in line with Council procedures and requirements.
* Undertake to raise awareness of the project by working with the Council and partners to develop appropriate leaflets and organise community events. Attend publicity events and write relevant materials that can be used by the marketing consultant and Council officers and Members.
* Ensure information about the project is available online.
* Undertake other duties and responsibilities as appropriate and consistent with the objectives of the post.
* A commitment to continuous improvement.
* To promote the Council wherever possible and champion a positive organisation- wide culture that reflects the Council’s values

**Other duties:**

* Comply with the principles and requirements of the Data Protection Act 2018 and the GDPR in relation to the management of Council records and information.
* Comply with the principles and requirements of the Freedom of Information Act 2000.
* Comply with the Council’s information security standards, its requirements for the management and handling of information and to use Council information only for authorised purposes.
* Carry out all duties with full regard to the Council’s Equality policies; Health and Safety Policy, rules and regulations; Code of Conduct and all other Council policies.

**May 2020**