

<b>Title</b> <b>Conservation Intern</b>	<b>Department</b> <b>PLACE</b>	<b>Post Ref.</b>
<p><b>Job Purpose</b> To support the Natural Environment Unit in matters relating to the conservation and management of, and engagement with, the County's natural environment; and to assist in the administration, development and implementation of projects that deliver the outcomes of the Local Biodiversity Action Plan (LBAP) and Greenwood Community Forest.</p>		
<p><b>Key Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Developing and populating the Notts BAG and Greenwood Community Forest partnership websites and ensuring that they are kept up to date and relevant.</li> <li>2. Supporting the Biodiversity Officer in the production of updates to the LBAP document as required.</li> <li>3. Assisting with the development and implementation of community and volunteer projects and events, including Invasive Non-Native Species projects.</li> <li>4. Supporting work to develop the Local Nature Recovery Strategy for Nottinghamshire.</li> <li>5. Supporting the implementation of the Trees for Climate programme, including undertaking community consultations and working with volunteers</li> <li>6. Assisting the Community Liaison Officer Greenwood in supporting Friends groups</li> <li>7. Supporting Greenwood's delivery role in partnership projects such as Miner2Major</li> </ol>	<p><b>Key Accountabilities</b></p> <ol style="list-style-type: none"> <li>1. Liaising with Notts BAG partner organisations to ensure that the LBAP document is kept relevant.</li> <li>2. Working with Notts BAG and Greenwood partner organisations ensure that their websites are kept up to date and relevant.</li> <li>3. Monitoring and reporting on projects that help to contribute towards the targets set in the LBAP and Trees for Climate programme.</li> <li>4. Working with Notts BAG and Greenwood partner organisations to develop and deliver projects.</li> <li>5. Working with community groups and Friends groups to ensure that projects are developed with community support and ownership where appropriate.</li> <li>6. Ensuring that Equalities principles are followed, including working to remove barriers to accessibility and enjoyment of the natural environment.</li> </ol>	
<p><b>The post holder will perform any duty or task that is appropriate for the role described</b></p>		

<b>Person Specification</b>	
<p><b>Education and Knowledge</b></p> <ol style="list-style-type: none"> <li>1. Working towards a degree in a biodiversity relevant subject.</li> <li>2. Having a good understanding of lowland habitats and their management for nature conservation.</li> <li>3. Having knowledge of biological recording mechanisms.</li> <li>4. Knowledge of key organisations involved in nature conservation and their roles.</li> <li>5. Driving Licence (desirable)</li> </ol>	<p><b>Personal skills and general competencies</b></p> <ol style="list-style-type: none"> <li>6. Puts into practice the Council's commitment to excellent customer care.</li> <li>7. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers.</li> <li>8. Works well with colleagues but is also able to work on their own initiative.</li> <li>9. Ensures the Council's policies for fairness and respect are delivered including setting high personal standards.</li> <li>10. Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration.</li> </ol>
<p><b>Experience</b></p> <ol style="list-style-type: none"> <li>11. Experience of IT, including the use of common business support software and Geographical Information Systems.</li> <li>12. Experience of using social media (facebook, twitter).</li> </ol>	
<p><b>Role Dimensions</b></p> <ol style="list-style-type: none"> <li>13. In conjunction with the Biodiversity Officer and working with NottsBAG and Greenwood partner organisations, be responsible for the LBAP document and the delivery of LBAP and Greenwood targets.</li> <li>14. Ensure that the NottsBAG and Greenwood websites and social media are kept up to date and relevant.</li> </ol> <p style="text-align: right;"><i>Please attach a structure chart</i></p>	

Date 09/02/22

Tier 7 - Frontline Roles