



Title Conservation Intern	Department PLACE	Post Ref.
Job Purpose 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.		
Key Responsibilities <ol style="list-style-type: none">1. Developing and populating the Notts BAG and Greenwood Community Forest partnership websites and ensuring that they are kept up to date and relevant.2. Supporting the Biodiversity Officer in the production of updates to the LBAP document as required.3. Assisting with the development and implementation of community and volunteer projects and events, including Invasive Non-Native Species projects.4. Supporting work to develop the Local Nature Recovery Strategy for Nottinghamshire.5. Supporting the implementation of the Trees for Climate programme, including undertaking community consultations and working with volunteers6. Assisting the Community Liaison Officer Greenwood in supporting Friends groups7. Supporting Greenwood's delivery role in partnership projects such as Miner2Major	Key Accountabilities <ol style="list-style-type: none">1. Liaising with Notts BAG partner organisations to ensure that the LBAP document is kept relevant.2. Working with Notts BAG and Greenwood partner organisations ensure that their websites are kept up to date and relevant.3. Monitoring and reporting on projects that help to contribute towards the targets set in the LBAP and Trees for Climate programme.4. Working with Notts BAG and Greenwood partner organisations to develop and deliver projects.5. Working with community groups and Friends groups to ensure that projects are developed with community support and ownership where appropriate.6. Ensuring that Equalities principles are followed, including working to remove barriers to accessibility and enjoyment of the natural environment.	
The post holder will perform any duty or task that is appropriate for the role described		

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

Date 09/02/22

Tier 7 - Frontline Roles