



Title Community Liaison Officer – Green Spaces	Department PLACE	Post Ref.
Job Purpose To work with community groups, volunteers and partner organisations to develop and implement projects and events which deliver the aims of the County Council, and relevant conservation partnerships, in relation to engagement with the management and enjoyment of its green spaces.		
Key Responsibilities <ol style="list-style-type: none">1. Identifying, developing, supporting and implementing community and conservation projects and events, in accordance with the agreed strategies for the County Council's Green Spaces and other conservation partnerships.2. Providing practical advice and support to local communities and other partners wanting to establish volunteer groups or carry out community and conservation projects and events.3. Supporting Friends groups through the provision of advice and practical assistance where necessary.4. Identifying and, where necessary, securing funding for projects.5. Preparing project briefs and specifications for any works to be undertaken by contractors or other agencies.6. Leading a range of volunteer activities on Green Spaces sites.7. Working with the Biodiversity and Land Management Officers to develop links with local organisations and community groups to expand the local focus of site management.8. Working with the Biodiversity Officer, Land Management Officers and other Community Liaison Officers to coordinate and manage the involvement of community groups, Friends groups and other volunteers in site management.9. Co-ordinating and delivering strategic programmes of promotion and information which support the work of the County Council through its Green Spaces and other conservation partnerships.	Key Accountabilities <ol style="list-style-type: none">1. Liaising with partners to ensure that projects are developed, delivered and reported on in line with relevant national, sub-national and local priorities.2. Working with community groups and Friends groups to ensure that projects are developed with community support and ownership where appropriate.3. Managing, monitoring and reporting on any project budgets in accordance with the requirements of funding agencies.4. Working with due consideration of public health and safety and undertaking risk assessments as required.5. Ensuring that Equalities principles are followed, including working to remove barriers to accessibility and enjoyment of green spaces.	
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. A degree or equivalent in a relevant subject or relevant experience in a related area of work. 2. Knowledge of the sources of funding available for land management and/or community projects. 3. Understanding of the range of partner (including funding) organisations working across conservation and community involvement. 4. An understanding of the issues relating to community project development and working with volunteers. 5. Driving licence. 	<p>Personal skills and general competencies</p> <ol style="list-style-type: none"> 6. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff 7. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers. 8. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available 9. Ability to meet agreed objectives and delivery targets by the effective use of resources.
<p>Experience</p> <ol style="list-style-type: none"> 10. At least two years' post qualification experience of countryside management or community involvement work. 11. Experience of project development, management and implementation, particularly in relation to community projects. 12. Experience of preparing and submitting funding bids. 13. Experience of leading volunteers and groups, or of delivering training in a related area. 14. Experience of IT, including the use of common business support software and social media. 	
<p>Role Dimensions</p> <ol style="list-style-type: none"> 15. Responsible for the delivery of designated community/ volunteer projects for the County Council's Green Spaces and other conservation programmes. The high levels of community involvement will require some out of hours working and the ability to travel to sites across the County. 16. Responsible for the day-to-day management and monitoring of individual project budgets and any match funding. 17. No direct reports - responsible for the co-ordination of partners, Friends groups and the supervision of project volunteers. <p style="text-align: right;"><i>Please attach a structure chart</i></p>	

Date 06/01/26

Tier 7 – Experienced / Professional Staff