

Job Description: Business Support Officer

Post Title	Pendle Hill Landscape Partnership Business Support Officer
Function	To oversee the efficient administration and financial procedures of a complex programme of activity
Job Type	Part time (0.8 FTE) 30 hours/week 4 year fixed term contract
Responsible to	LP Scheme Manager
Responsible for	

Purpose of the post

To provide administrative and financial support to the Pendle Hill Landscape Partnership.

Pendle Hill Landscape Partnership

Pendle Hill is an iconic landmark to many Lancastrians, yet it has two very different sides and its summit acts as a divide between places, people and economic activity. This exciting programme looks to gather together the two sides of the hill and re-connect people with their landscape and their past, to safeguard the area's wildlife and heritage and to improve people's access to this popular countryside area. We will do this by providing opportunities for training and volunteering; by supporting research and devising digital interpretation to inspire a new generation about our heritage; by restoring important wildlife and landscape features, and by working with communities to re-tell the stories of radical Pendle people. This programme will increase pride in this special place and raise aspirations amongst communities, and it will bring in new investment to support the environment and the economy.

Forest of Bowland AONB

The Forest of Bowland AONB was designated in 1964 with a primary purpose to conserve and enhance 800 square kilometres of important upland landscape within Lancashire and North Yorkshire. An Area of Outstanding Natural Beauty (AONB) is designated and protected under the 1949 National Parks and Access to the Countryside Act, with protection further enhanced by the Countryside and Rights of Way Act 2000.

The AONB is managed by a partnership of landowners, farmers, voluntary organisations, wildlife and recreation groups, local councils and government agencies. Representatives from these groups sit on the Forest of Bowland AONB Joint Advisory Committee (JAC). The JAC is supported by a number of themed working groups that assist in the delivery of the AONB Management Plan. The Forest of Bowland AONB Unit, based in Dunsop Bridge, has secured a stage 1 pass from HLF for the Pendle Hill Landscape Partnership Scheme.

Main responsibilities

The business support officer will provide administrative and financial support to a small team delivering an externally funded scheme worth £2.6million over 4 years.

Scheme and Team administration

- I. To work within Lancashire County Council systems and be responsible for assisting team members with procurement and contract issues
- II. To support scheme marketing, events and promotional activity as required
- III. To undertake administrative duties including minute taking, organising venues and meetings, preparation of contracts and reports, and bookings for events
- IV. To devise and manage office systems which enable the team to work effectively in a busy and pressured environment

Financial administration

- I. To manage the scheme finances, in conjunction with the scheme manager and according to agreed budgets. Ordering goods and services; processing of approved grants and invoices for payment; recording income and expenditure; compiling, checking and processing claims from lead partners and to HLF and other funding bodies

NB this role is for 0.8FTE, nominally as 4 full days a week but flexible by arrangement

Person Specification

Experience

Essential

- Experience of financial management
- Familiarity of procurement of goods and services
- Proficiency in establishing office systems

Desirable

- Experience in using Oracle or similar software
- Practised in generating and processing grant claims

Knowledge

Essential

- Thorough knowledge of MS Excel and Oracle or similar software
- Qualifications in appropriate discipline(s)

Desirable

- Knowledge of the Pendle Hill area and heritage issues

Skills

Essential

- Ability to multi task
- Ability to work alone and as part of a small busy team
- Excellent communication and negotiation skills
- Range of good IT and social media skills

Desirable

- Heritage, marketing and/or events, environmental or arts background

Further Information

Office base: to be arranged

Working hours: 30 hours a week

Term of appointment: four year fixed term contract

Salary: Lancashire County Council grade 5: starting at £18,127 pro rata