

# AONB Programme Assistant (Farming in Protected Landscapes)

## Job Description

|                             |   |
|-----------------------------|---|
| <b>Post Title:</b>          | AONB Programme Assistant (Farming in Protected Landscapes)    |
| <b>Grade:</b>               | 5   |
| <b>Term of appointment:</b> | August 2021 – March 2024, fixed-term contract                 |
| <b>Post No:</b>             | F-598-0003  |
| <b>Establishment /team:</b> | Planning and Environment Service, Forest of Bowland AONB Unit |
| <b>Responsible to:</b>      | AONB Manager  |
| <b>Location:</b>            | AONB Office, Dunsop Bridge                                    |

## 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.

## Core Purpose of the Job:

To provide administrative and financial management support for the Forest of Bowland AONB Unit in the delivery of the 'Farming in Protected Landscapes' programme.

## Main responsibilities:

### Programme and team administration

- To develop and manage office systems which enable the team to work effectively in a busy and pressured environment
- To support the monitoring and reporting of the Farming in Protected Landscapes programme expenditure, outputs and outcomes to Defra and RPA.
- To work with Lancashire County Council finance team and financial management systems (Oracle) and be responsible for assisting team members with procurement and contract issues
- To support programme marketing, events and promotional activity as required, including maintaining the Farming in Protected Landscape web pages on [www.forestofbowland.com](http://www.forestofbowland.com)
- To undertake administrative duties including minute taking, organising venues and meetings, training and workshops, preparation of contracts and reports, and taking bookings for events

### Financial administration

- To assist in the management of the programme finances according to the agreed budgets, in conjunction with other member of the programme team and AONB Manager
  - processing of approved grants and claims for payment
  - recording and reporting of programme expenditure

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- compiling, checking and processing claims from projects awarded grants by the Programme
- assisting compilation of monthly, quarterly and annual monitoring reports to Defra

There is scope for the post holder to develop their skills and knowledge and to gain experience in a variety of specialist work areas if they are considering a career in the environment sector, such as farming and conservation and countryside management.

## Person Specification

| Person Specification  | Essential / Desirable | Assessed from Application and/or Interview |
|---|-----------------------|--|
| <b>Experience</b>   |                       |  |
| Experience of financial management  | E                     | A & I                                      |
| Proficiency in establishing or developing office systems                        | E                     | A & I                                      |
| Experience in using Oracle or similar financial management procurement software | E                     | A & I                                      |
| Experience of working in a small, busy office                                   | D                     | A & I                                      |
| Practised in generating and processing grant claims                             | D                     | A & I                                      |
| <b>Knowledge</b>  |                       |  |
| Intermediate/Advanced knowledge of MS Excel                                     | E                     | A  |
| Qualifications in appropriate discipline(s)                                     | E                     | A  |
| Understanding of the procurement process  | E                     | A & I                                      |
| Knowledge of and an interest in farming, environmental and heritage issues      | D                     | A & I                                      |
| <b>Skills and Personal Qualities</b>  |                       |  |
| Ability to multi-task   | E                     | A & I                                      |
| Ability to work alone and as part of a small busy team                          | E                     | A  |
| Excellent communication and negotiation skills                                  | E                     | A & I                                      |
| Range of good IT and social media skills  | E                     | A  |
| Environmental, farming, heritage or marketing background                        | D                     | A  |

## Further information

Office base: AONB Office, Dunsop Bridge

Working hours: 37 hours a week, some evening and weekend work will be required for which time off in lieu can be taken.

Reasonable travel is expected as part of the job, therefore access to a car is desirable. Travel expenses will be paid for use of own car.

Term of appointment: August 2021 to March 2024, fixed term contract

Salary: Lancashire County Council Grade 5, starting at £19,698 p.a.