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| **Title:** | **Project Assistant**  Heart of The Glens Landscape Partnership Scheme Events and Projects |
| **Employer:** | Causeway Coast & Glens Heritage Trust |
| **Reporting to:** | HOTG Project Manager |
| **Based at:** | The Old Bank, 27 Main Street, Armoy, Ballymoney  Co. Antrim BT53 8SL |

# Job Description

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| **Job Purpose:** | * To assist the HOTG Manager with development and delivery of the Landscape Conservation Action Plan through planning, delivery and internal evaluation of events and projects. * To assist the review and update management and maintenance plans for capital projects and farm resilience project completed by the HOTG programme. * To work as part of the HOTG team for the co-ordination and delivery of new and ongoing projects as required. |
| **Duration** | 6 month fixed term contract |
| **Start Date:** | As soon as possible. Commencing no later than 1st September 2019 |

## KEY RESPONSIBILITIES

* To assist the HOTG Manager with the delivery of events and projects relating to the Heart of the Glens Conservation Action Plan and legacy plan.
* To provide administrative, bookings and financial management support for HOTG events including assistance with the preparation of internal and external reports of events and projects completed.
* To provide a secretariat service to relevant advisory groups regarding the management and maintenance of capital projects including the farm resilience projects; where necessary.
* To assist with relevant new and ongoing activities in HOTG current and legacy projects.

## KEY ACTIVITIES

* To assist the HOTG Manager with the delivery of events and projects relating to the Heart of the Glens Conservation Action Plan and legacy plan.
  + To plan and procure venues, suppliers, speakers, tutors for events and projects as per procurement protocol for programme events.
  + To liaise with landowners, land agents regarding the update and review of capital management and maintenance plans.
  + To review and update management and maintenance plans for capital projects and public access projects Action Plan through consultations and events
  + Provision of accurate secretariat duties for advisory groups meeting in relation to management and maintenance plans review and update
  + Relevant monitoring and reporting activities
* To provide administration, bookings and financial management support to the HOTG events including assisting with the preparation of internal and external reports of all events and projects completed.
  + To work with HOTG team to create effective booking administration and financial systems for event.
  + To implement and report on internal evaluation of events
  + Working in partnership with public, private and voluntary sector organisations to ensure successful delivery of events
  + Assist HOTG team with the legacy development of the Heritage Helpers Volunteer Network
  + The delivery and coordination of a range of projects which aim to protect, conserve, enhance and promote the Areas of Outstanding Natural Beauty (AONBs)
* To provide a secretariat service to relevant advisory groups regarding the management and maintenance of capital projects; where necessary
  + To attend and record meetings regarding management and maintenance of access and capital projects
  + To build effective relationships with landowners and key stake holders regarding the farm resilience project with a view to assisting with legacy planning.
  + Ground truth project outputs, such as green infrastructure outputs (Hedges and woodland planted condition updates)
  + Survey access furniture condition
* To assist with relevant new and ongoing activities in HOTG current and legacy projects.
  + Work with HOTG /CCGHT[[1]](#footnote-1) teams to build legacy projects from the Landscape Partnership Scheme.
  + Work with HOTG/CCGHT teams to identify sources of funding or fund-raising opportunities.
  + Work with HOTG/CCGHT teams to raise awareness and understanding of heritage conservation and enjoyment.

## Person Specification

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|  | **Essential** | **Desirable** |
| **Qualifications and experience** | **Either** At least two years relevant experience in working within project and events planning and management, at an operational level.  **Or**  a third level qualification in a relevant area which may include one or more of the following: countryside management, science, environmental studies, geography, agriculture, heritage, community regeneration, rural development or Tourism/hospitality event management  **and** at least six months relevant experience working within project and events planning and management at an operational level | At least two years relevant experience in working within multi-disciplinary management in protected landscapes, or a similar area of work, at an operational level  **Or**  a third level qualification in a relevant area which may include one or more of the following: countryside management, environmental science, geography, agriculture, heritage, community regeneration, rural development or Tourism/hospitality event management  **and** at least 1 year’s relevant experience working within multi-disciplinary management in protected landscapes, or a similar area of work, at an operational level. |
| Relevant experience of working with partnerships and key stakeholder/individuals across a range of organisations | A minimum of 6 months relevant experience of working with partnerships and key individuals across a range of organisations/Key Stakeholders, communities and/or volunteers |
| **Knowledge and Skills** | A good understanding of environmental /landscape management issues and of the key issues and priorities affecting protected area landscapes including an understanding of sustainable tourism development and environmental management issues | Demonstrable knowledge of landscape designations, environmental /landscape management issues and of the key issues and priorities affecting protected area landscapes including an understanding of sustainable tourism development and environmental management issues |
|  | A good understanding of project-based work | Experience of project-based work, from concept to delivery |
| Good oral and written communication skills | Experience of writing press releases, promotional copy and articles of interest. |
| Ability to plan and schedule own work to meet exacting deadlines | Experience of project planning from concept to delivery |
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|  | Understanding of the tourism industry and its impact on protected landscapes |
|  | Excellent IT skills with experience of Microsoft Office | Excellent IT skills including experience of Microsoft office packages and experience of online booking systems |
| **Other factors** | Flexible approach to work as evening and weekend duties will be required. A degree of flexibility aimed at meeting the needs of the post will be expected |  |
| Applicants must have a full current driving licence and access to a vehicle or provide evidence that they have access to a form of transport that meets the needs of the job. |

## CIRCUMSTANCE

The nature of this post may require some work outside normal hours. It will also involve travel both within and outside the area for which mileage will be paid. Applicants should be prepared to meet both requirements. A full driving licence and access to a form of transport that meets the needs of the job is essential.

## TERMS OF APPOINTMENT

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| *Salary:* | NJC Scale Range 4: SCP 18-21 *[which is points 7-11 in the 2019 NJC scales]* (£18,870 - £20,541) |
| Term of contract: | Full time temporary contract. Duration 6 months. Start date asap. |
| Hours of work: | 37 hours per week. Basic hours will be 9.00am – 5.00pm although the nature of the post may require some out of hours work. Flexible working arrangements may be considered. |
| Probationary period: | The post will be subject to satisfactory completion of a two-month probation period. |

## Short Listing, Selection and Interviews

The candidates will be assessed to ensure they meet the minimum qualifications and essential criteria. Assessment will be based on the information provided by the candidate on the application form. Qualifications of the successful candidate will be subject to further checks post interview.

Candidates will be assessed for short listing and called for interview based on the information contained in the application. Enhanced shortlisting for interview using the desirable criteria will have regard to the requirements of the job and numbers who have applied.

The short listing will take place on 1st July.

**Interviews will take place on 10th July 2019 in Armoy Co Antrim.**

All prospective applicants should take note of these dates and make themselves available for interview.

Candidates are advised short listing is based on the information contained in the application form, it is the candidate’s responsibility to address all the criteria.

## CCGHT is an equal opportunities employer

## Privacy and Data Protection

Your privacy and personal data are important to CCGHT. Follow the link to read the CCGHT Privacy Policy <http://ccght.org/privacy-policy/>

Application form and job specification can be requested by

Email from [info@ccght.org](mailto:info@ccght.org)

Website: <http://ccght.org/we-are-hiring-5/>

**Application forms must be clearly marked ‘*HOTG Project Assistant Post 2019’* and returned before 4pm Friday 28th June 2019 to**

**The Corporate Services Manager**

**CCGHT**

**The Old Bank**

**27 Main street**

**Armoy, Ballymoney**

**BT53 7DY**

Completed application forms are accepted by email, post or hand delivered.

Late applications will not be accepted.

1. Causeway Coast & Glens Heritage Trust [↑](#footnote-ref-1)