

## **JOB DESCRIPTION**

Post title: Dartmoor Tests and Trials Project Assistant  
Directorate: Conservation and Communities  
Grade: 3



### **Main Purposes of the Post:**

To work with farmers, landowners and other specialists to develop and trial innovative mechanisms for the delivery of environmental goods that will ultimately inform the new Environment Land Management System (ELMS) being developed by Defra.

To provide administrative and communications project support to the Project Leads, to ensure that record keeping, internal and external communications and key project objectives are completed in a timely and accurate manner

### **Duties and Responsibilities:**

1. Work closely with the farming community, landowners and other partners to facilitate meetings, communicate key messages and provide support to ensure effective delivery of the project
2. Provide administrative support to key delivery partners (DNPA, CCRI and Project Board).
3. Work to ensure that all financial aspects of project work correspond to the Authority's Financial Regulations, audit requirements and other Authority Policies and Procedures
4. To reconcile, check and keep records of all income and expenditure transactions relating to the Project held within the Authority's financial information system.
5. Prepare financial claims every quarter for submission to funder (Defra)
6. To arrange and assist with the preparation and running of meetings, minute taking and the dissemination of reports
7. Develop content to share on the website and social media channels, engaging our followers and sharing news about the work of the programme.
8. To work safely, ensuring all safety procedures and other controls identified by risk assessment are complied with and incidents reported promptly and appropriately.

This job description outlines the current duties required for this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility.