

JOB DESCRIPTION

Post title: Landscape Project Officer
Directorate: Conservation and Communities
Grade: 4



Main Purposes of the Post:

To support the Conservation and Land Management teams with administrative and communications support, contract management, financial administration, and project delivery and coordination.

The postholder will work closely with key projects within the Conservation and Land Management teams to help ensure project objectives are achieved.

Duties and Responsibilities

1. Assist with commissioning and managing contracts, including preparing specifications, ensuring compliance with DNPA and Defra guidelines, and coordinating with contractors to meet project objectives.
2. Complete and maintain accurate records, spreadsheets, and documentation related to applicants, procurement, permissions and consents, and project progress.
3. Lead on communications, developing content and delivering project updates through various channels, including newsletters, websites, and social media.
4. Coordinate and support the planning and delivery of meetings and events, including arranging logistics, preparing and disseminating reports, and assisting with setup and operations. Take minutes as required, particularly for Steering Group meetings, which may include attending evening sessions.
5. Support financial management, including budgeting, report preparation, and processing claims and invoices in line with procedures and deadlines.
6. Work closely with partners, contractors and specialists to maximise project outcomes and ensure effective, meaningful engagement with all stakeholders.
7. Help develop, manage and deliver projects across the Conservation and Land Management teams.
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.

