

Job Description

1. Job Title	Farming in Protected Landscapes Project Assistant
Service Area	Economy & Culture
Service	Place-shaping & Economic Growth
Team	AONB
Date prepared/Revised by	June 2021 / Iain Mann
Post accountable to	Farming in Protected Landscapes Officer
Post directly responsible for employees (number of workers)	Direct supervision: 0 Indirect supervision: 0
2. Main Purpose	
To support and assist in the delivery of the Farming in Protected Landscapes (FiPL) programme in Nidderdale AONB.	
3. Key Contacts	
Internal: FiPL Officer, FiPL Administrator, Land Management Team Leader, AONB Manager	
External: Local farmers and land managers, staff working in partner organisations.	
4. Main Accountabilities	
1	Assist in the local promotion of FiPL in Nidderdale AONB to engage landowners and farmers and achieve high levels of programme take up.
2	Assist the FiPL Officer in dealing with enquiries and potential applicants to the FiPL programme.
3	Assist the FiPL Officer in supporting applicants with their applications.
4	Gather data and evidence for progress reports, monitoring and evaluation.
5. Standard Accountability Statements	
<p>Health and Safety: You are required to comply with the council's Health and Safety Policy and to take such steps as are reasonably practicable for your own health and safety and that of your colleagues a work and those affected by your work. You must comply with your safety responsibilities and must co-operate with management in all respects for the full implementation of the council's Health and Safety Policy. Your safety responsibilities are shown on the Safety Responsibility Statement (SRS) for your post.</p> <p>Equality and Diversity: The post holder must adhere to all policies and procedures relating to equality and diversity in the workplace and provision of services.</p> <p>Learning and Personal Development: The post holder has a personal responsibility for his or her own learning and development, and will maintain up-to-date records of achievement and attendance as required. The post holder must undertake the learning and development identified in the job skills matrix, and other relevant training that is identified and agreed with their manager.</p> <p>Data Security: Harrogate Borough Council staff must, at all times, maintain personal responsibility for the safe and secure movement of data within, into and out of the authority.</p> <p>Safeguarding Policy and Procedures: The post holder will adhere to all the Council's Safeguarding Policy and Procedures.</p>	

6. Job Activities Main duties and responsibilities relating to accountabilities identified above	
1	<p>Assist in the local promotion of FiPL in Nidderdale AONB to engage landowners and farmers and achieve high levels of programme take up:</p> <ul style="list-style-type: none"> • Organise and attend famer/landowner meetings and events to promote the programme • Organise and attend training, events and workshops to promote FiPL • Assist in the production and distribution of literature to promote FiPL • Provide information for website and social media platforms
2	<p>Assist the FiPL Officer in dealing with enquiries and potential applicants to the FiPL programme:</p> <ul style="list-style-type: none"> • Deal with initial enquiries from farmers and land managers and partner organisations • Support the day-to-day work of the FiPL Officer including arranging farm visits • Maintain filing systems and project records
3	<p>Assist the FIPL Officer in supporting applicants with their applications:</p> <ul style="list-style-type: none"> • Working with landowners/farmers to complete applications and supporting documentation as directed by the Project Officer • Prepare and collate map-based information where required
4	<p>Gather data and evidence for progress reports, monitoring and evaluation:</p> <ul style="list-style-type: none"> • Gather data and contribute to the production of documents to assist the FiPL Officer in their work to produce reports for the Assessment Panel and Defra • Assist in the monitoring evaluation of projects including taking and storing images for the use in reports
5	Any other duties commensurate with the post grading