

Future Landscapes Project Assistant

A temporary, part-time job/secondment opportunity with the NAAONB

Do you want to play a part in helping optimise the role of AONBs to society? If so, this opportunity could be for you.

Areas of Outstanding Natural Beauty (AONBs) are some of the nation's most cherished landscapes. From the uplands and remote villages of the North Pennines, through the chalk grasslands and beech woodlands of the Chilterns, to the cliffs and fishing villages of Cornwall; all are different; all are special.

AONBs are currently in a positive spotlight. In England, the 25 Year Environment Plan recognises the contribution these areas make to the nation and challenges them to do more and, in Wales, the SMNR and Wellbeing agenda is prompting a repositioning of landscape designations to optimise their role for society. In addition, UK government has just commenced a review of English AONBs and National Parks creating an exciting opportunity to really develop landscape management and ensure the AONB designation is well placed to deliver for a 21st century, post-Brexit Britain.

Following a successful bid to the HLF's Resilient Heritage, an opportunity has arisen for a person to work 3 days a week with the NAAONB between September 2018 and September 2019. The role will be to provide administrative and technical support to the Future Landscapes Project Manager.

The *Future Landscapes Building Resilience and Securing Assets project* is a £200k project running between August 2018 and December 2019. It has received significant support from the HLF to deliver three "Approved Purposes":

- To improve the sustainability and governance of the NAAONB charity by reviewing its remit, governance, structures, resourcing and accountability,
- To undertake "Taking the Lead" - a professional and personal development programme for a cohort of 40 AONB staff through personality profiling, coaching and constructive inquiry which will lead to the establishment of Topic Working Groups, and
- To undertake an independent evaluation of the Resilient Heritage project.

The project will be delivered through a combination of staff working for the NAAONB and contracted consultants.

The National Association for Areas of Outstanding Natural Beauty

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Twitter @NAAONB

A company limited by guarantee no: 4729800

Charity Number: 1158871

Registered office as above

Funding raised by
The National Lottery

and awarded by the Heritage Lottery Fund



We offer a flexible working environment and are open to suggestions as to how this post might operate. There are options for the employment/secondment. For example, the post holder could

- continue to be employed by their existing employer and be formally seconded to the NAAONB,
- be directly employed by the NAAONB, or
- work on a freelance basis.

We are keen to find the right employment/secondment arrangements for the right candidate.

Salary: circa £18k pro rata. Fixed-term contract until September 2019.

Hours: normally 3 days (21 hours) per week.

Location: home based or potentially located with an NAAONB member organisation

Closing date: 19th August 2018.

Interviews will be held on 23rd August 2018.

If you would like to apply, please send a cv and covering letter of not more than 400 words explaining why you would like to take up this opportunity and importantly why you feel suited to do this role to Richard.clarke@landscapesforlife.org.uk.

For an informal discussion about the role, please contact Richard Clarke on 07948 248619.

The National Association for AONBs

Job Specification

Title:	Future Landscapes Project Assistant
Salary	Circa £16,000 - £18,000 pro rata
Hours:	Part-Time 21 hours per week
Location:	Homeworking
Responsible to:	Future Landscapes Programme Manager
Responsible for:	N/A
Fixed term contract:	September 2018 – September 2019

Key Contacts

- Programme Manager
- NAAONB Chief Executive
- NAAONB Trustees
- NAAONB Staff team
- 38 AONB Teams

Purpose

To provide general administrative and basic technical support to the Programme Manager to deliver the Heritage Lottery funded project - *Future Landscapes - building resilience and securing assets*.

The main areas of work will be:

- Providing a point of first contact for general and administrative enquiries concerning the project.
- Creating and maintaining a data base of participants on the project
 - Includes contact details, organisation and role
 - Collate data as requested
 - Carry out technical research
- Arrange workshops to deliver components of the project
 - Agree dates with the Programme Manager
 - book venues
 - order refreshments,
 - arrange for suitable layout
 - book equipment as necessary
- Undertake Communication activities around Future Landscapes - building resilience and securing assets.

- circulate documentation to participants
- progress chase to facilitate deadlines being met
- facilitate communications between participants, consultants and NAAONB Trustees and staff

- General
 - Organise and maintain the documentation associated with the project.
 - Provide general administrative support to the Programme Manager as required.
 - Manage the day-to-day finances and be responsible for financial paperwork including maintenance of accounts/ledgers/payment records
 - Grant claims
 - Maintenance of relevant Basecamp (our project management tool) projects and management of content

Education, experience and other abilities:

1. The postholder must be numerate and have, or be willing to acquire, basic budgeting skills.
2. The postholder must have a passion for Designated Landscapes, a willingness to work flexibly and be a good communicator.
3. Knowledge and experience in the use of Microsoft Office desirable but training can be provided.

August 2018