LETCHWORTH GARDEN CITY HERITAGE FOUNDATION

# JOB DESCRIPTION

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| 1 | JOB TITLE | Landscape & Environment Manager |
| 2 | STATUS | Permanent Part Time |
| 3 | HOURS OF WORK | 21 hours a week flexible working between Monday to Friday |
| 4 | EMPLOYEE’S NAME |  |
| 5 | DEPARTMENT | Stewardship & Development |
| 6 | REPORTS TO | Executive Director – Stewardship & Development |
| 7 | COMPETENCES | Level 1 Manager in Heritage Foundation Management Competencies |

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| 8 | JOB PURPOSE AND ROLE REQUIREMENTS:  The purpose of this role is to lead and manage the Foundation’s approach to the sustainable stewardship of its parks, rural and green spaces.  The Foundation is responsible for circa 2500 acres of rural land in its portfolio, much of which is farmed as part of a formal lease agreement. We own and maintain a series of open spaces, spinneys, ponds and the Greenway, which is a 13-mile circular countryside walk on the edge of the urban area, providing access to the countryside. There is a Countryside Stewardship Scheme (CSS) with Natural England which includes a number of requirements as to how this land is managed, along with a series of capital projects agreed with Natural England.  The Foundation is embarking on a sustainability strategy in response to the Climate Emergency, for its rural areas and green spaces, which includes a programme of projects funded by the Foundation and outside funders, such as the creation of a new woodland and wildflower meadows.  This post will be the lead for this important workstream and act as an advocate both internally and within the local community. |

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| 9 | RESPONSIBILITIES  The Landscape & Environment Manager will be responsible for:   * the production of rural and green spaces sustainability strategy including KPIs and annual review against targets, to be agreed by the Foundation’s Leadership Team and Board of Trustees * input into the Foundation’s wider sustainability strategy and our corporate strategy and objectives * the management and implementation of existing projects (such as hillfort, woodland, wildflower and other habitat creation schemes) * the production of an annual programme of improvements and management of their implementation * managing the Foundation’s Education & Learning Programme for gardening (working with our provider) * input into the Foundation’s EU Edible Cities Network programme * Managing and engaging a range of key external stakeholders and relationships * Volunteer management in line with the Foundation’s policy |

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| 10 | QUALIFICATIONS /EXPERIENCE   * Educated to degree level in landscape, estates and/or property management or other appropriate qualification; * Membership of a relevant professional institute (such as LI, IEMA), and/or working towards a professional qualification; * Landscape / estate management knowledge or experience of land management practices, management plans and maintenance costings; * Site and contract management experience involving liaison with contractors, inspecting works, and financial administration; * Understanding and knowledge/experience of working under the guidance of Agri-Environmental agreements; * Understanding of health and safety legislation and risk assessment; * Awareness of local and national environmental and planning policy; * Project management skills; * Ability to undertake site visits; * Experience in a landscape consultancy or large land owner; * A high level of verbal and written communication skills and some graphics (or CAD) skills would be desirable; * Ability to independently manage workloads to ensure projects are completed on time and within budget; * Computer literacy in MS Office, Excel, Word and Outlook; * Attention to detail; * Able to work well alone and also as part of a team; and * Full driving licence. |
| 11 | LEVELS OF AUTHORITY:  Financial: £ TBC  Other: £ TBC |
| 12 | OTHER INFORMATION:  Work in line with corporate policies and procedures to ensure that all matters relating to health and safety are adhered to, promoted and reviewed as necessary. Maintain the culture and values of the business, providing ethical working practices that support corporate policies and procedures relating to bribery and corruption. The Heritage Foundations is committed to providing a working environment in which everyone feels respected and valued and able to contribute to its success in an environment free from discrimination, harassment and bullying.    The above job description is not necessarily a finite one and does not prevent the employee receiving work outside the job description from time to time. |