

# Context statement

To accompany job description and person specification when required

Job title: **WILD PURBECK PROJECT COORDINATOR**

Directorate/Service/Team: Place / Coast & Greenspace / Dorset AONB



## Organisation Structure

Reporting to: Tom Munro, **DORSET AREA OF OUTSTANDING NATURAL BEAUTY (AONB) MANAGER**

Responsibility for: promoting and supporting implementation of the Wytch Farm Landscape & Access Enhancement Fund.

The Project Coordinator is a post within the AONB team, alongside project posts Stepping into Nature (2), Dorset Food & Drink (1) and Landscape Enhancement (1). The core team comprises 5 posts in addition to AONB Manager being Visitor, Tourism & Access Manager; Countryside Officer; Culture, Community & Learning Officer, Landscape Planning Officer and Support Officer.

The Dorset AONB Team is the dedicated staff team for the AONB Partnership, hosted by Dorset Council. The Partnership comprises Natural England, Dorset Council and various representatives of landowners, farmers, tourism providers, local communities, Jurassic Coast World Heritage Site and the biodiversity sector. The core team is funded by Defra and Dorset Council.

The Project Coordinator has no direct staff management responsibility although is likely to be 'soft-managing' e.g. community projects, and possibly responsible for contractors and volunteers where required.

## Context of Work

The purpose of AONB designation is to conserve and enhance the area's natural beauty. As part of a planning agreement with the operators of the Wytch Farm oilfield, a compensation fund was established (£1.7M) to be used for projects which strengthen landscape character and enhance non-car access in the area affected by the oilfield's extended operation. Find out more about it on the Dorset AONB website <https://www.dorsetaonb.org.uk/resource/wytch-farm-fund/>

A panel with representatives of the AONB team, Dorset Council's minerals planners, Countryside Rangers and Natural Environment Team, and the Wytch Farm operator Perenco makes recommendations to Dorset Council for the allocation of this fund, responding to applications made to it.

The Project Coordinator's roles are to:

- Promote the Wytch Farm Landscape & Access Enhancement Fund. The fund is open for applications from community groups, landowners, NGOs, etc.
- Work with potential applicants to bring forward suitable applications to the fund.
- Acting as secretariat for the fund's panel (preparation of application assessment information, provision of reports on project progress, project pipeline, minute-taking, etc)
- Supporting the grant-giving process (notifying and liaising with applicants, drafting offer letters, etc)
- Oversee implementation of funded projects and collect necessary monitoring information.
- To work with other members of the Team and partner organisations to ensure good working relationships with the area's stakeholders.
- To work occasional weekends and evenings at shows/events/meetings



- To undertake any other duties commensurate with this post as required by the AONB Team Manager, deputising where necessary.

The postholder should be well-organised, financially literate and have good communication skills.

### **Travel Requirement**

This position has a significant travel requirement. Dorset Council has pool cars and vans which can be booked, but this requirement means that the postholder is expected to provide a vehicle (or transport deemed to be suitable by the Council) to be available on most working days to carry out normal duties. Employees in positions with a significant travel requirement are required to provide a replacement vehicle if their usual vehicle is not available over an extended period.

### **Other information**

This role is largely office-based, but with the need to travel locally, regionally and occasionally nationally for meetings.

Site visits and event work are essential, requiring the ability to set up event infrastructure (gazebos etc).

<b>Context statement prepared by:</b>			
Manager	Tom Munro	Date	12-09-2019