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| Service and job specific context statement |
| **Directorate:** | Business and Environmental Services |
| **Service:** | Growth, Planning & Trading Standards |
| **Post title:** | Howardian Hills AONB Conservation Grants Administrator |
| **Grade:** | F |
| **Responsible to:** | Howardian Hills AONB Manager |
| **Staff managed:** | None |
| **Date of issue:** | June 2022 |
| **Job family:** | **P&T - Professional & Technical**  |

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| Job context |
| This role is based in the Howardian Hills Area of Outstanding Natural Beauty (AONB) Team, which is hosted by North Yorkshire County Council within the Growth & Heritage Team. It will support the administration of the new Farming in Protected Landscapes programme within the Howardian Hills AONB, as well as the AONB’s core programme of grants and other activities.The postholder will ensure the smooth running of the administrative arrangements for the Farming in Protected Landscapes and AONB Project Fund grants programmes, including carrying out financial management, monitoring and reporting, supporting the Local Assessment Panel, making grant offers, agreements and payments and presenting reports. They will also assist with publicity linked to the grant programmes, as well as supporting the delivery of other AONB activities such as the Volunteers work programme, young peoples’ activities, etc.The post is office based (Helmsley) but may require occasional travel within the AONB. It may also occasionally be necessary to work on evenings for events, etc. This role involves spoken communications so a confident use of English language is required. There is no line management responsibility. |

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| **Structure** |

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| **Job Description** |
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| Job purpose | To deliver the administration of the Farming in Protected Landscapes and AONB grants and activities programmes in the Howardian Hills AONB. |
| Operational management | * To develop relevant protocols and processes to enable monitoring of both individual grant-aided projects and the wider programmes; ensuring compliance with external and internal requirements; and providing information and contacts for any Defra Farming in Protected Landscapes programme monitoring and external evaluation.
* To be responsible for processing grant applications and offers, creating reports, summarising project data, monitoring grant offers against budget and providing regular updates on progress towards programme spend.
* To communicate with recipients, applicants and potential applicants in relation to the programmes and the administration of project grants.
* To help set up meetings and prepare papers and minutes for the Farming in Protected Landscapes Local Assessment Panel, in partnership with North York Moors National Park staff.
* To support the delivery of AONB programmes of activity working with Volunteers, schools, young people, external partner organisations, etc.
* To undertake other duties relating to the grant programmes and activities as required, consistent with the responsibility level of the post.
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| Communications | * To assist with the delivery of Howardian Hills AONB publicity activity, including the distribution of press releases and engagement in social media activity.
* To support project and programme level evaluation, including reporting to Defra, the Howardian Hills AONB partnership and external programme evaluators. Contributing to legacy, lessons learnt and forward planning for the Farming in Protected Landscapes programme.
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| Partnership / corporate working | * To work in partnership as appropriate with other bodies and organisations active within and around the Howardian Hills to deliver the role effectively, in particular staff at the North York Moors National Park Authority.
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| Resource management | * To deliver the financial management of multiple funded projects as part of the Farming in Protected Landscapes and AONB Project Fund grant programmes in the Howardian Hills AONB.
* To monitor expenditure against the programme budgets and provide regular updates on progress towards programme spends.
* To implement, in collaboration with North Yorkshire County central teams where necessary, appropriate financial management procedures including managing Purchase Orders and invoices, processing grant claims and making payments to grant recipients.
* To develop the grant agreement and grant claims and payment system in line with the Defra guidance, including providing support to applicants.
* To engage, in collaboration with the Howardian Hills AONB Farm Conservation Officer, with the Rural Payments Agency (RPA) to provide and receive information aimed at avoiding double-funding within the Farming in Protected Landscapes programme.
* To support reporting to Defra, RPA, Howardian Hills AONB partnership and other bodies where required, ensuring adherence to delivery schedules.
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| Systems and information  | * To provide a technical support role for the grant programmes and other activities, including arranging meetings, training, events and workshops; maintaining filing systems; and assembling reports.
* To use and develop further as required the information systems provided by Defra for accurate recording, reporting and interrogation of Farming in Protected Landscapes data.
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| Person Specification |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge* Administrative systems and practice.
* IT software packages such as Excel and Word.
 | * Knowledge of local authority procedures.
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| ExperienceSignificant experience of:* Supporting the delivery of individual projects, activities and programmes through administrative duties and basic communications.
* Monitoring and recording expenditure.
* Scheduling meetings.
* Taking accurate confidential minutes.
* Writing detailed and accessible reports.
* IT software packages such as Excel and Word.
 | * Experience within a local authority setting.
* Use of GIS to manage, digitise, display and analyse information.
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| Occupational Skills* Ability to communicate effectively with farmers, land managers, organisations and individuals via telephone, email, etc.
* Considerable tact and the ability to manage confidential information relating to grants, projects and activities programmes.
* Ability to work using own initiative.
* An organised approach to work and a capability to work under pressure of deadlines.
 | * An interest in and empathy towards the farming and wider rural communities.
* A personal commitment to and interest in the Howardian Hills AONB
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| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role* A Level 3 qualification.

OR* Significant experience which the applicant can show is directly related to the duties of the post.
 | * An HNC/HND in business and finance or an AAT Foundation Certificate.
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| Other Requirements* Ability to meet the transport requirements of the post.
* Willingness to work outside normal office hours on occasions.
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| Behaviours  | [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |

NB – Assessment criteria for recruitment will be notified separately.
You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.