

**JOB DESCRIPTION****Project Officer**

Location	Banovallum House, Horncastle
Responsible to	Head of Conservation
Responsible for	Temporary staff, volunteers and contractors
Job Purpose	Delivery of individual projects and land management advice in the Humberhead Levels.

KEY TASKS

- A. Support partners and help manage individual site delivery programmes of work including overseeing contractors as required.
- B. Work in conjunction with partners to engage and maintain relationships with key landowners and managers to seek solutions to site management issues and land acquisitions.
- C. Co-ordinate and/or draft the production of individual site restoration plans, identify required consents/permissions and apply for them.
- D. Co-ordinate and deliver training workshops and community engagement events.
- E. Collate evidence and input into further grant applications for peatland restoration.
- F. Maintain records for audit and claims process to meet grant body requirements and for reporting to relevant Project Steering Groups.
- G. Deputise for the Head of Conservation within the Humberhead Levels Partnership as required.
- H. Ensure the credibility and reputation of the Lincolnshire Wildlife Trust and Humberhead Levels Partnership by delivering on time and always seeking to improve standards.
- I. Promote and publicise the work of the Lincolnshire Wildlife Trust and Humberhead Levels Partnership and associated projects, including giving talks, appearing on radio and TV and providing material for our social media platforms and printed documents.
- J. Comply with Lincolnshire Wildlife Trust's General Policy on Health and Safety and in accordance with specific policies and codes of practice for sites, risk assessments, procedures and best practice as amended from time to time.
- K. Undertake other reasonable duties from time to time in addition to the above normal duties.