

JOB DESCRIPTION



I. IDENTIFICATION OF JOB

JOB TITLE	:	Penhale Dunes Assistant Engagement and Enforcement Officer Part time - 4 days / week Fixed term 3 years
POST NUMBER	:	
FUNCTION	:	Reserves
RESPONSIBLE TO	:	Penhale Dunes Ranger
RESPONSIBLE FOR	:	Direct supervisory responsibility for: volunteers and contractors as required
LOCATION	:	Head Office, Allet and Penhale Dunes

2. OVERALL PURPOSE OF JOB

The main purpose of the job role is to design and deliver a rolling programme of recreational mitigation, enforcement, engagement and monitoring activities at Penhale Dunes Special Area of Conservation (SAC), an internationally important sand dune site.

The role has been developed in response to increased recreational pressure on Penhale Dunes SAC and is therefore required to deliver Cornwall Council's duties under the Conservation of Habitats and Species Regulations 2017 (as amended). The role has been developed with input from Cornwall Council and Natural England and will be hosted by Cornwall Wildlife Trust who have management oversight of Penhale Dunes SAC. Cornwall Wildlife Trust will provide training, professional support and line management.

The role will lead public engagement events and activities across Penhale Dunes SAC and in the wider community. The post holder will provide on the ground wardening duties to educate and promote responsible recreation, on the designated site, and influence visitor behaviour in a positive way.

The post holder will develop collaborative relationships to bring positive change to benefit the protected habitats and species on the dunes.

3. MAIN RESPONSIBILITIES

Engagement and Enforcement

Undertake wardening duties across Penhale Dunes, to involve occasional weekend, evening and early morning working. Wardening duties will include patrols to engaging with site users helping them to understand the importance of the designated site and responsible recreation. Undertake enforcement action when necessary. On site engagement and enforcement patrols will aim to be carried out for a minimum of five hours per week.

Develop a dog walking strategy and code of conduct for Penhale dunes to encompass commercial dog walking and private individuals.

To design and deliver a programme of engagement activities across Penhale dunes on publicly accessible areas, and in the wider community, to limit negative impacts of public access.

Collaboration

Link with other dune management groups within Cornwall (voluntary or otherwise) to promote best practice, share experiences and collaborate in the delivery of engagement activities aimed at considerate recreation.

Liaise, support and share best practice with Perran Sands Holiday Park Ranger in delivering collaborative engagement activities on Penhale Dunes aimed at reducing recreation disturbance.

On-site work

Work with the Penhale Dunes Ranger to develop, deliver and seek consent for a long-term programme of on-site capital works across the dunes to mitigate impacts arising from recreation.

Undertake regular on-site surveys, car park counts and species surveys, to monitor and report on visitor patterns and site condition.

To assist in the development and delivery of an interpretation strategy for Penhale Dunes SAC.

Supervise and support volunteers working on recreational mitigation tasks on the Dunes. Take responsibility for health and safety of volunteers and ensure safe working practices are always adhered to.

The post holder will become an active member of the Community Safety Accreditation Scheme (CSAS) where enforcement action may be necessary to address anti-social behaviour and dog fouling.

Administrative

Produce twice yearly reports on activities and surveys undertaken as part of the role. Co-ordinate, provide secretariat and present reports to twice yearly mitigation steering group meetings.

Identify, cost and oversee delivery of measures to form part of a site specific capital works programme to mitigate impacts on site arising from recreation.

Attend Penhale SAC management group meetings and feedback on activities undertaken.

Occasionally prepare articles for the Trust's newsletter, press releases and online content.

Other

Act according to the Trust's health and safety policy and ensure that volunteers and contractors act according to the policy.

For the organisation to work effectively you may be required to assist with other areas of work and therefore you should be prepared to undertake other duties appropriate to the post, as delegated by your line manager.

Staff are required to abide by organisational policies and procedures.

Identify and undertake relevant training.

PERSON SPECIFICATION

JOB TITLE : Penhale dunes Assistant Engagement Officer

POST NUMBER :

FUNCTION : Reserves

This section details the experience, skills, knowledge and personal qualities required for the post

Area A	EXPERIENCE	ESSENTIAL	DESIRABLE
	• Relevant work experience	✓	
	• Community engagement experience	✓	
	• Experience of supervising volunteers		✓
	• Experience of supervising contractors		✓
Area B	KNOWLEDGE		
	• Relevant qualification	✓	
	• Ecological processes particularly with reference to sand dune systems.	✓	
	• Habitat management knowledge	✓	
	• Health & Safety	✓	
Area C	SKILLS		
	• Wildlife identification	✓	
	• Full clean driving license	✓	
	• Manage own work programme and identify own work priorities in liaison with line manager	✓	
	• Ability to prepare and deliver reports and presentations	✓	
	• Ability to develop, publicise and deliver innovative and exciting dune engagement activities appropriate to audience	✓	
	• First aid qualified.	✓	
	• Ability to liaise with and speak clearly and confidently to a wide range of audiences.		✓
	• Good IT skills	✓	
Area D	PERSONAL QUALITIES		
	• Enthusiasm, self-motivation and initiative	✓	
	• Good communicator and negotiator	✓	
	• Commitment to wildlife conservation	✓	
	• Friendly and outgoing	✓	
	• Willingness to work in all weathers	✓	
	• Willingness to undertake further training	✓	

Terms and conditions

Working hours – part time role 4 days per week, 7.5 hr day, 30 hours per week, to include occasional evenings and weekends. No overtime will be paid but Cornwall Wildlife Trust operates a TOIL system where time can be taken back once authorised by your line manager.

Annual Leave

Staff members are entitled to 25 days + bank holidays, part time staff receive a pro-rata equivalent allowance.

Salary. Band D starting £24,102 (pro rata)

Term. 3year Fixed term contract