

May / June 2022

Assistant Farming in Protected Landscape Officer
Based at either Grassington, near Skipton or Bainbridge, near Leyburn

Fixed Term (Until March 2024)
Full Time - 37 hours per week (Job sharing will be considered)

Dear Applicant,

Thank you for your enquiry in regard to the above position.

This recruitment and information pack includes the following:

- A job description and person specification;
- Background information; and
- Terms and conditions of employment.

Our online application process allows you to complete the form in stages and you can log in/out at any time. In order for the shortlisting panel to assess your application, please demonstrate how you meet the essential and desirable criteria by referring to the job description and person specification and provide examples.

The closing date for completed application forms is **11.00pm on Monday 20 June 2022** and the anticipated interview date is **Wednesday 29 June 2022**.

Further information about the Yorkshire Dales National Park Authority, including our Corporate Plan is available on our web site, www.yorkshiredales.org.uk.

We look forward to receiving your application and thank you for the interest you have shown in working for the Yorkshire Dales National Park Authority.

Yours sincerely



Vikki Thomas
Head of HR

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**YORKSHIRE DALES NATIONAL PARK AUTHORITY
JOB DESCRIPTION**

JOB TITLE:	Assistant Farming in Protected Landscapes Officer
Salary:	Band E
LOCATION:	Bainbridge or Grassington
RESPONSIBLE TO:	Senior Farm Conservation Officer
RESPONSIBLE FOR:	No line management responsibility

OBJECTIVES OF THE POST

To assist in the delivery of the Farming in Protected Landscapes (FiPL) programme, on behalf of the Yorkshire Dales National Park Authority.

DUTIES AND RESPONSIBILITIES

To provide a first point of contact between the Authority and potential applicants to the FiPL programme.

To assist the lead advisors in providing advice to applicants on conservation, land management, access and engagement, to promote high quality applications to the programme.

To support applicants with their applications (and where necessary help guide subsequent delivery), especially those applicants that are 'harder to reach', or to facilitate cluster/group applications.

To consult and work with Authority specialists where required on the development of projects, particularly cross theme projects.

To support the work of the FiPL Local Assessment Panel, including the provision of summary reports and recommendations on applications.

To ensure compliance with the terms and conditions of support offered under the programme, including the management of multi-year agreements.

To support the monitoring of progress towards the completion of funded projects.

To support project and programme level evaluation, including reporting to Defra and the Authority.

To help to ensure that action undertaken through the Programme is consistent with the established purposes and complementary to the statutory purposes of the Authority.

To undertake other duties as required, consistent with the responsibility level of the post.

To comply with the requirements of the Authority's Health and Safety Policy and Codes of Practice.

PERSON SPECIFICATION
ASSISTANT FARMING IN PROTECTED LANDSCAPES OFFICER

QUALIFICATIONS	Essential	Desirable
A level 6 (degree level) qualification in an environment, ecology or land management related subject Or A level 5 qualification in a land based subject plus significant experience which the applicant can show is directly related to the duties of the post.	✓	
Student/graduate membership of an accredited environment association e.g. IEEM		✓
EXPERIENCE		
Practical experience (e.g. through volunteering or course work) of habitat assessments, writing management plans and monitoring projects	✓	
Experienced in hill farming		✓
The delivery of grant support for activities including conservation, access or farm sustainability.		✓
Dealing with a broad range of people, ideally within a rural community		✓
SKILLS & KNOWLEDGE		
Experience of writing detailed and accessible reports	✓	
Proficient in the use of IT software packages such as Excel, Word and GIS	✓	
Ability to negotiate and build relationships with farmers, land managers and landowners to enable them to collaborate for nature conservation and ecosystem service outcomes	✓	
Good ecological field skills, ideally in upland habitats	✓	
Excellent communication and inter-personal skills, to articulate and win support for conservation management with key stakeholders	✓	
Understanding of, and interest in, a range of subjects relevant to the role; e.g. agri-environment schemes, upland habitats, nature conservation, climate change mitigation and adaptation in an upland area, protected area management and upland land management issues.	✓	
Understanding of a range of subjects relevant to the role e.g. upland hill farming systems and businesses, upland farm diversification enterprises, national and local policy initiatives for rural areas and socio- economic issues facing the uplands.		✓
PERSONAL QUALITIES		
Considerable tact, strong relationship building and negotiating skills	✓	
Ability to inspire trust and to facilitate collaboration – particularly amongst farmers and land managers.	✓	
Articulate, and capable of making a positive impact on the area and its communities.	✓	
A supportive and co-operative team member with the ability to work independently using own initiative, to generate ideas and to motivate others	✓	
Excellent organisational skills with the ability to prioritise workload effectively to meet deadlines and manage competing demands.	✓	
Ability to develop ideas and present them persuasively	✓	

Access to a car or access to a means of mobility support to meet the demands of the post (if driving must have a current valid driving licence and appropriate insurance)	✓	
Willingness to work outside normal office hours on occasions	✓	
A personal commitment to and interest in the Yorkshire Dales and the future of hill farming communities.		✓



Assistant Farming in Protected Landscapes Officer

Based at either Grassington or Bainbridge

Background

The Yorkshire Dales National Park was designated in 1954 in recognition of its extraordinary natural beauty, the diversity of its wildlife habitats, its rich cultural heritage and its fantastic opportunities for outdoor recreation. It is a dramatic upland dissected by numerous long glaciated valleys or dales with a resident population of over 23,000 people. The area is a working landscape, with agriculture, quarrying and tourism, offering the main employment opportunities. Indeed, it is the long history of people settling in and working this harsh environment that has created a cultural landscape recognised today as one of the most distinctive in Western Europe.

The Park is looked after by the Yorkshire Dales National Park Authority and it's the Authority's job to care for this very special place and its communities and to help people understand and share in it.

The National Park was extended to the north and west on 1 August 2016, it now covers an area of 2,179 square kilometres (841 square miles).

It is one of a family of 15 National Parks in the UK, protected for future generations to enjoy. Truly Britain's breathing spaces.

From 1974 the whole of the Yorkshire Dales National Park was administered by a Committee of North Yorkshire County Council but, as a result of the Environment Act 1995, the new National Park Authority was established on 1st April 1997. The Authority remains within the framework of local government but is independent of the counties and districts. The Authority now consists of both county council and district council representatives as well as parish representatives and members appointed by the Secretary of State.

The 1995 Environment Act revised and updated the purposes of national parks which are:

“conserving and enhancing the natural beauty, wildlife and cultural heritage of the areas, and promoting opportunities for the understanding and enjoyment of the special qualities of those areas by the public”.

In pursuing these purposes, the Authority:

“shall seek to foster the economic and social wellbeing of communities within the National Park.”

The National Park Authority is advised by the Chief Executive (National Park Officer), who is supported by approximately 165 staff.

Terms and condition of employment

Pay

This role has been confirmed as a Band E

Salary: £20,043 to £22,571 per annum

Work Base

Based at either:

Colvend, Grassington, North Yorkshire, BD23 5LB

or

Yoredale, Bainbridge, Leyburn, North Yorkshire, DL8 3EL.

There will also be some travel within the Park required as part of the role.

Pension

Staff meeting the minimum criteria are automatically brought into the Local Government Pension Scheme (LGPS), unless they elect otherwise.

Hours of Work

The hours of work are 37 hours per week, however job sharing will be considered.

A flexitime scheme is in operation. This allows you to vary your start and finish times within set parameters to help your work fit in with your social and domestic responsibilities. If you have accrued sufficient time, the scheme allows you to take up to 12 days extra leave during the year.

Holidays

The holiday entitlement is based on length of continuous service within Local Government or related employment and calculated on a pro rata basis for part time staff.

On commencement of employment: 25 days.

After 1-year continuous service: 26 days.

After 2 years' continuous service: 27 days.

After 3 years' continuous service: 28 days.

After 4 years' continuous service: 29 days.

After 5 years' continuous service: 30 days.

Plus Bank Holidays.

Training and Development

The Authority is committed to the professional and personal training and development of its staff. To support this, the Authority has achieved the national Investors in People (IIP) Standard.

An appraisal scheme is in place for all staff and opportunities to undertake in-house and external training programmes are available.

Recruitment Clearance

The offer of appointment is subject to confirmation of right to work in the UK, medical clearance by Occupational Health and the receipt of satisfactory references.

Miscellaneous

New entrants to local government are subject to a probationary period of six months.

The notice period applicable to this post is 1 month.

Application process

The online application form can be completed in stages and you can login/logout at any time. In order for the shortlisting panel to assess your application, please demonstrate how you meet the essential and desirable criteria by referring to the job description and person specification and provide examples.

Applications must be submitted **by 11.00pm on Monday 20 June 2022**, to be considered by the selection panel. Once you submit your application online you will receive an email to confirm receipt.

Anticipated interview date – Wednesday 29 June 2022.

Our recruitment process treats all job applications equally, regardless of age, disability, gender identity, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic. That said, we particularly encourage applications from people from Black, Asian and other minority ethnic (BAME) backgrounds, as this group are currently under-represented throughout the Authority.

For an informal chat about this vacancy, please contact Helen Keep, Senior Farm Conservation Officer on 01756 751611 or Helen.Keep@yorkshiredales.org.uk.