

Development Officer



Job Title:	Development Officer
Reports To:	Head of Environment and Biodiversity
Salary:	£28,000-32,000 (DoE), excluding any performance related bonus
Terms:	Permanent 36 hours p/w
Location:	Home based in South of England with travel to sites

ABOUT THE LAND TRUST

The Land Trust is the UK's premier green space management organisation offering outstanding stewardship. Its vision is to improve the social and economic quality of people's lives by creating high quality, sustainable green spaces that deliver environmental, social and economic benefits.

The Land Trust manages a varied portfolio of around 90 sites (2,500 hectares) across England and works with a wide range of landholders who want to pass on responsibility for the management of sites and find bespoke long-term funding solutions for land management. These solutions include service charges, endowment, contract managed, or a mix of funding. Our current endowment portfolio of over £180m provides the resources to ensure our endowed sites are well managed and contribute positively to the wellbeing of local communities. We ensure that all of our sites, however they are funded, make a lasting positive difference and deliver social value for the local community.

BACKGROUND

With a background in land acquisition and/or environmental projects, the postholder will assist the Head of Environment and Biodiversity on a growing pipeline of endowment funded sites and offsite BNG projects (hereafter BNG projects). Most site acquisitions will be in the south of England with occasional sites in midlands and north. Most BNG projects are within the midlands and north of England. The post holder will be located within the south with travel to sites as required.

Positioned within the Business Development Team, this role will oversee sites and projects from first enquiry through to legal completion, after which responsibility for the long-term delivery will be handed over to regional Estates teams. This exciting new post will involve close working with Land Trust colleagues, external stakeholders, panel consultants to deliver against the Trust's Charitable Objectives that include – Health and wellbeing, Education and learning, Environment and biodiversity, Community Cohesion and Economic vitality.

ROLES & RESPONSIBILITIES

Land Acquisition and BNG

- Assisting the Head of Environment and Biodiversity with endowment funded land acquisitions and securing BNG projects.
- A key responsibility will be to ensure that the Trust's pipeline of sites and BNG projects will deliver sustainable long-term benefits for people and/or wildlife. This will require close working with local and regional partners to deliver significant benefit to local communities.



- Helping to develop a pipeline of new endowment sites / BNG projects and acting as a point of contact for projects, discussing and agreeing actions as required.
- Playing an active role in agreeing Heads of Terms for transaction legal agreements and assisting the Head of Environment and Biodiversity with transactional negotiations.
- Instructing solicitors and consultants to assist with the due diligence for each site / BNG projects in accordance with Land Trust policies.
- You will be required to work alongside the Trust's cost estimator, Senior Ecologist and the Estates and Finance Teams to develop a costed management and maintenance budget for each site / BNG project which is tailored to an agreed package of funding.
- You will be required to work with the Senior BNG Ecologist, Estates team and external consultants to review third party designs, specifications, management plans to ensure sites align with the Trust's approach to management.
- You will be required to work with the Senior BNG Ecologist to write Habitat Management and Monitoring Plans and undertake appropriate due diligence on BNG proposals for existing and future sites.
- Undertaking sites visits for new enquiries and site inspections for sites undergoing capital works prior to transfer.
- Maintain the necessary administrative systems to ensure effective site management and monitoring
- Provide the Head of Environment and Biodiversity with information for new sites / BNG projects to ensure they are properly recorded, prioritised and actioned.
- Develop the Land Trust's network of contacts and help communicate the work of the Trust to potential new partner organisations.
- Communicate the Trust's potential role to internal staff with each new opportunity.

Support the Executive Team in Promoting the Trust

- Champion the role of the Trust in securing land to deliver sustainable communities and nature recovery.
- Ensure that Trust policies are promoted and implemented as part of site development.
- Identify and recommend new projects, partnerships and networking opportunities.

Other Duties

- Represent the Trust at a local or regional level.
- Deputise for the Head of Environment and Biodiversity when necessary.
- Ensure all relevant Trust policies and procedures are adhered to e.g. Health and Safety.



PERSON SPECIFICATION

Essential Skills / Experience:

- Relevant professional qualification (degree and or accreditation)
- A minimum of 2 years experience in delivering environmental projects and/or acquiring land
- Developing and managing budgets and reporting on project delivery
- Experience of working with a range of partners in developing projects including public, private and third sector organisations
- Excellent communication skills including the ability to develop and manage relationships with partner organisations.
- IT literate with proven skills in using MS Office packages
- Ability and confidence to work on own initiative, as well as part of a team, and to resolve problems as they arise, remaining calm under pressure
- High level of tact, diplomacy and confidentiality

Desirable Experience:

- Experience in GIS
- Experience with Suitable Alternative Natural Greenspace and/or Biodiversity Net Gain
- Developing landscape management plans and costed maintenance regimes
- Experience the design and development of new areas of open space and/or habitats
- Negotiating and documenting land transactions
- Supporting the development of grant funding bids
- Promoting commercial opportunities

OTHER RELEVANT INFORMATION

This position requires the post holder to act flexibly and undertake other duties and responsibilities commensurate with the post as directed by the Head of Environment and Biodiversity. Infrequent evening and weekend working may be required, and the post holder will be required to travel as necessary to fulfil their role effectively. Post holder would be able to take Time Off In Lieu and/or make use of the Trust's Flexi Policy for working above contractual work hours.

SALARY AND BENEFITS

- £28,000 - £32,000 depending on experience
- A salary sacrifice pension scheme, with LT matching employee contributions up to 6%
- Life Insurance (4 x salary)
- Flexi time
- 26.5 days holiday per year, plus bank holidays (pro rata). Rising to 31.5 days with service
- Option to purchase additional holiday
- Employee Assistance Programme



- Health Care Cash back scheme (Medicash)
- Training and Development support
- Enhanced Family Friendly Policies
- Business travel costs will be reimbursed
- Annual performance incentive plan

APPLICATIONS

Please email a CV and covering letter highlighting why you believe you are ideal for this position to recruitment@thelandtrust.org.uk.

Closing date for applications is **26th November 2024**.

Initial interviews will take place via Microsoft Teams on **29th November 2024**.

Potential second interview will take place in person in Bristol on **5th December 2024**.

Candidates must be eligible to live and work in the UK.

The Land trust is committed to the principle of equal opportunity in employment and its employment policies for recruitment are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender re-assignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

The Land Trust is committed to safeguarding and promoting the welfare of everyone who has contact with its services and colleagues.

ABOUT THE LAND TRUST

The Land Trust is a national charity committed to long-term sustainable management of countryside and greenspace for community benefit. Its vision is to improve the quality of people's lives by creating sustainable, high quality green spaces that deliver environmental, social and economic benefits.

The Land Trust manages a varied portfolio of over 90 sites (2,500 hectares) and works with a wide range of landholders who want to pass on responsibility for the management of sites and find bespoke long-term funding solutions for land management. These solutions include service charges, section 106, endowment, or a mix of funding. Our current endowment portfolio of over £180m provides the financial resources to ensure these sites are well managed and contribute positively to the wellbeing of local communities.

The Land Trust works in partnership with local managing partners, community groups and contractors who carry out the day-to-day management and practical maintenance of our sites such



as habitat management and inspections, engaging with the local community and the organisation and running of events and activities.

Our managing partners are selected for their competence and ability to meet our charitable aims and are a range of organisations including Local Wildlife Trusts, TCV, Groundwork, RSPB, Woodland Trust, National Trust, local authorities, community associations, charities, greenspace contractors and Friends of Groups.