

Project Officer- Land Management



Job Title: Project Officer- Land Management
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 ROLE

The post holder will assist the Head of Environment and Biodiversity in delivering a growing pipeline of endowment funded sites and offsite BNG projects. With a background in land acquisition and/or environmental projects, the postholder will primarily focus on acquisitions of endowments and the sale of Biodiversity Units (BU's) from the Trust's estate. Most site acquisitions will be in the south of England with occasional sites in midlands and north. Most suitable sites for the sale of BU 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 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 land acquisitions and securing offsite 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 wildlife. This will require close working with local and regional partners to deliver significant benefit to local communities.
- You will be required to work alongside the Head of Environment and Biodiversity and work with the Trust's cost estimator and the Estates and Finance Teams to develop a costed management and maintenance strategy for each site / BNG project which is tailored to an agreed package of funding.
- 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.
- Develop own sites and BNG projects, playing an active role in negotiating Heads of Terms for transaction legal agreements
- Oversee advisors in completing due diligence for each site / BNG projects in accordance with Land Trust policies.



- Work with partner organisations to identify new opportunities to acquire new sites, undertake new BNG projects and to deliver the Land Trust's charitable objectives
- Provide the Head of Environment and Biodiversity with information for new sites / BNG projects to ensure they are properly recorded, prioritised and actioned.
- Manage day to day relationships with consultants and development partners appointed to help deliver the project and site across England.
- Help identify management and maintenance solutions for each site / BNG project and assist in the calculation of creation, enhancement and management budgets.
- Develop the Land Trust's network of contacts and help communicate the work of the Trust to potential new partner organisations.
- Maintain the necessary administrative systems to ensure effective site management and monitoring
- 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.
- 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

Initial interviews will take place via Microsoft Teams: 29th November

Second interview will take place in person: 5th November, location TBC

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

Applications via agencies will not be accepted for this role.

LT 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.