# Hosting Proforma

Antrim and Newtownabbey Borough Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Jennifer Close

Name

Organisation/

Human Resources

Department

Antrim Civic Centre

50 Stiles Way

Antrim

BT41 2UB

Address

Telephone Fax number

02890 340084

Number

humanresource@antrimandnewtownabbey.gov.uk

E-mail

Type of Opportunity

Secondment - Parks Development Officer

**2. Details of hosting opportunity**

Description of opportunity

|  |
| --- |
| Antrim and Newtownabbey Borough has a wide range of popular parks, allotments, play parks and other facilities. This post will involve producing exciting development plans for these facilities for the benefit of people and visitors (as well wildlife where appropriate) including events, engagement and animation of spaces. Seeking funding opportunities, developing projects and business cases will also form a key part of the role.  This post also encompasses outdoor recreation and the management of Public Rights of Way issues.  Working with the volunteers involved in local countryside groups and associations, the post holder will provide project planning, practical training in conservation and maintenance matters. |

Main objectives of the opportunity

|  |  |
| --- | --- |
|  | To manage the development of opportunities for outdoor recreation and to encourage public respect and enjoyment of the parks, open space, heritage and natural features in line with the Council’s Corporate and Community Plans. |
|  | To manage, promote and develop the customer experience within the Borough’s Parks and open spaces including events and community engagement activities. |
|  | To be responsible for management of capital projects including production of business cases, funding applications, project management and reports. |
|  | To manage the development of play parks, allotments and paths/greenways, including development of strategies and action plans and their implementation. |
|  | To process public right of way issues throughout the Borough and to advise Council with reference to the exercise of its duties and powers under the Access to the Countryside (NI) Order 1983. |
|  | To plan, promote and implement outdoor recreation annual events programmes and engagement and animation initiatives and to use these to publicise and encourage sustainable participation in outdoor recreation within the Borough. |
|  | To consult, liaise, network and where appropriate work in partnership with other Council Services, and relevant external organisations within the public, private and voluntary sectors to ensure the delivery of a pertinent, efficient, effective and value for money service. |
|  | To advise, support and encourage local communities to develop and promote biodiversity and extend initiatives that increase usage of parks, outdoor recreation and access to the countryside. |
|  | To advise, support and encourage Village and Town improvement groups and communities, including arranging the annual workshop, assisting with volunteer recruitment, organising training and support development of plans, funding applications and events. |
|  | Assist with recruitment, training and supervision of employees including temporary and casual. |
|  | Prepare service reports and proposals for the Head of Service for Council and Committee as required. |
|  | Ensure that Business Plans are monitored, evaluated and reviewed to meet the objectives of the Outdoor Recreation Service. |
|  | Prepare annual income and expenditure estimates for outdoor recreation, allotments and play parks budgets. |
|  | To represent Council on external funding panels and other forums as appropriate. |
|  | To liaise effectively with others officers within the Council to identify and develop opportunities for partnership working to deliver a more efficient and effective service. |
|  | Contribute to the performance of the Parks Section to ensure key performance indicators for the Section are achieved. |
|  | To design and deliver an active programme of engagement activities for parks and cemeteries, advising on site interpretation, materials and packs and liaise effectively with other departments as necessary to achieve this. |
|  | To develop and manage strategic partnerships involving relevant government departments, the community and voluntary sector, educational organisations, land managers and owners, businesses, volunteers and the general public. |
|  | To develop and support user groups and communities, organising training, support development of plans, funding applications and events. |
|  | To investigate complaints and work to achieve satisfactory outcomes for all parties. |
|  | To support the Parks Manager in the development of the Parks Service and management of parks and open space areas. |
|  | To deputise for the Parks Manager if and when required. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

|  |
| --- |
| **ESSENTIAL QUALIFICATIONS**   * A degree in a relevant discipline e.g. Leisure Studies, Rural Development, Environmental Studies or Countryside Management   **If you are applying for a post on the basis of a qualification which you consider to be a relevant equivalent qualification, you must provide specific evidence to demonstrate its equivalency in comparison to the qualification that was specifically detailed in the person specification.  It is therefore your responsibility to demonstrate in your application how the qualification you possess is deemed equivalent to the qualification (s) detailed in the person specification.  If requested you must submit clear evidence in respect of the examining body which has verified its equivalency.**  **DESIRABLE QUALIFICATIONS**   * Additional qualifications in the same / similar areas   **ESSENTIAL EXPERIENCE**   * Experience of writing business cases and funding applications   **DESIRABLE EXPERIENCE**   * A minimum of two years relevant experience within the remit of outdoor recreation, rural development and project management   **ESSENTIAL SKILLS AND ABILITIES**   * Ability to establish effective working relationships * Excellent administrative and organisational skills * Excellent time management skills and ability to work to deadlines   **DESIRABLE SKILLS AND ABILITIES**   * Map reading skills   **DESIRABLE KNOWLEDGE**   * Knowledge of policy and strategy development * Working knowledge of the Access to the Countryside Order (NI) 1983 and other related legislation   **OTHER ESSENTIAL CRITERIA**   * Full current driving licence or, if a disability prevents driving, access to a suitable form of transport to enable the duties of the post to be carried out in full * Competent in the use of Microsoft Office and Windows Applications   **OTHER DESIRABLE CRITERIA**   * A knowledge of the Borough * An interest and understanding of outdoor recreation and related issues |

**4. Personnel: Please state below**

Who will the individual report to?

|  |
| --- |
| Mark Wilson, Parks Manager |

Who will be the individual’s line manager and/or reporting officer?

|  |
| --- |
| Mark Wilson, Parks Manager |

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

individual and their organisation.

|  |
| --- |
| **This role will play an integral part in the Parks section within Antrim and Newtownabbey Borough Council. The successful applicant will have the opportunity to support the development plans for parks, allotments and play parks for the benefit of people and visitors. They will be responsible for management of capital projects including production of business cases, funding applications project management and reports.** |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

|  |
| --- |
| **Start Date**: As soon as possible  **Duration**: 9 months  **Location**: Antrim Civic Centre, 50 Stiles Way, Antrim BT41 2UB  **Salary:** Antrim and Newtownabbey BC will meet salary costs and any associated expenses. The salary range is: £32,029 - £34,788.  **Further information**: Please contact Human Resources Department by email at: [humanresource@antrimandnewtownabbey.gov.uk](mailto:humanresource@antrimandnewtownabbey.gov.uk), tel: 028 9446 3113  **Selection**: Interviews for this post will be carried out week commencing 14 October 2019.  **Closing Date:** Applications must be submitted by 5.00pm on Wednesday 02 October 2019 to**:**  **For NI Civil Service departmental staff only:** [**secondments@hrconnect.nigov.net**](mailto:secondments@hrconnect.nigov.net)  **For staff from all other Partner organisations:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

|  |
| --- |
| **Jennifer Close** |

**Signed:**

|  |
| --- |
| **18 September 2019** |

**Date:**