

Job Description: Business Support Officer

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| Post Title | Pendle Hill Landscape Partnership: Business Support Officer |
| Function | To oversee the efficient administration and financial procedures of a complex programme of activity, and to provide support to the programme team |
| Job Type | Part time (0.8 FTE) 30 hours/week 4 year fixed term contract |
| Responsible to | LP Scheme Manager |

Purpose of the post

To provide administrative and financial support to the Pendle Hill Landscape Partnership.

Pendle Hill Landscape Partnership

Pendle Hill is an iconic landmark to many Lancastrians, yet it has two very different sides and its summit acts as a divide between places, people and economic activity. This exciting programme, funded by the National Lottery Heritage Fund from 2018-22, looks to gather together the two sides of the hill and re-connect people with their landscape and their past, to safeguard the area's wildlife and heritage and to improve people's access to this popular countryside area. We do this by providing opportunities for training and volunteering; by supporting research and devising digital interpretation to inspire a new generation about our heritage; by restoring important wildlife and landscape features, and by working with communities to re-tell the stories of radical Pendle people. This programme aims to increase pride in this special place and raise aspirations amongst communities, and to bring in new investment to support the environment and the economy.

Forest of Bowland AONB

The Forest of Bowland AONB was designated in 1964 with a primary purpose to conserve and enhance 800 square kilometres of important upland landscape within Lancashire and North Yorkshire. An Area of Outstanding Natural Beauty (AONB) is designated and protected under the 1949 National Parks and Access to the Countryside Act, with protection further enhanced by the Countryside and Rights of Way Act 2000.

The AONB is managed by a partnership of landowners, farmers, voluntary organisations, wildlife and recreation groups, local councils and government agencies. Representatives from these groups sit on the Forest of Bowland AONB [Joint Advisory Committee](#) (JAC). The JAC is supported by a number of themed working groups that assist in the delivery of the AONB Management Plan. The Forest of Bowland AONB Unit, based in Dunsop Bridge, is hosted by Lancashire County Council. The AONB Unit manages the Pendle Hill Landscape Partnership Scheme which is based in LCC offices in Clitheroe.

The AONB also manages the Pendle Hill Farmer Network, with funds from the Countryside Stewardship Facilitation Fund. This brings together 30 farmers on a monthly basis to host discussions, undertake training and to network and learn from one another.

Main responsibilities

The business support officer will provide administrative and financial support to a small team delivering an externally funded scheme worth £2.6million over 4 years. The post works 3 days a week on the LP scheme, and 1 day a week providing support for the Pendle Hill Farmer Network.

There is scope for the post holder to develop their project management skills and to gain experience in a variety of specialist work areas if they are considering a career in the sector. These include outdoor learning, community development, farming and conservation, countryside management and volunteer support.

Scheme and Team administration

- To work within Lancashire County Council systems (Oracle financials) and be responsible for assisting team members with procurement and contract issues
- To support scheme marketing, events and promotional activity as required including maintaining the website www.pendlehillproject.com
- To undertake administrative duties including minute taking, organising venues and meetings, preparation of contracts and reports, and bookings for events
- To develop and manage office systems which enable the team to work effectively in a busy and pressured environment
- To support the monitoring of projects and scheme outputs and outcomes

Financial administration

- To manage the scheme and project finances, in conjunction with the scheme manager and Farm Network adviser, according to agreed budgets.
 - ❖ ordering goods and services
 - ❖ processing of approved grants and invoices for payment
 - ❖ recording income and expenditure
 - ❖ compiling, checking and processing claims from lead partners
 - ❖ assisting compilation of quarterly claims to Heritage Fund (HF) and Rural Payments Agency

Supporting the Pendle Hill Farmer Network

- ❖ assisting in the organisation and promotion of the calendar of events for the group
- ❖ liaising with training and service providers
- ❖ communicating with farmer members about events
- ❖ assisting with setting up and running of events with the Farmer Network adviser
- ❖ liaising with RPA and the scheme administration team via the 'Huddle' system

NB this role is for 0.8FTE (30 hours), nominally as 4 full days a week but flexible by arrangement

Person Specification

| Person Specification | Essential / Desirable | Assessed from Application and/or Interview |
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| Experience | | |
| Experience of financial management | E | A & I |
| Proficiency in establishing or developing office systems | E | A & I |
| Experience in using Oracle or similar software | E | A & I |
| Experience of working in a small busy office | D | A & I |
| Practised in generating and processing grant claims | D | A & I |
| Knowledge | | |
| Intermediate/Advanced knowledge of MS Excel | E | A |
| Qualifications in appropriate discipline(s) | E | A |

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| Understanding of the procurement process | E | A & I |
| Knowledge of and an interest in the Pendle Hill area, farming, environmental and heritage issues | D | A & I |
| Skills | | |
| Ability to multi task | E | A & I |
| Ability to work alone and as part of a small busy team | E | A |
| Excellent communication and negotiation skills | E | A & I |
| Range of good IT and social media skills | E | A |
| Heritage, marketing and/or events, environmental or arts background | D | A |

Further Information

Office base: Clitheroe (LCC offices, Pimlico Road)

Working hours: 30 hours a week

Term of appointment: fixed term contract until end of March 2022 (29 months)

Salary: Lancashire County Council grade 5: starting at £19,171 pro rata

