



TRADITIONAL BOUNDARIES PROJECT COORDINATOR For the Pendle Hill Landscape Project

Post Title: Dry Stone Walling Association (DSWA) Project Co-ordinator for the Traditional Boundaries Project with Pendle Hill Landscape Partnership

Function: To deliver the Traditional Boundaries Project for the Pendle Hill Landscape Partnership Scheme

Responsible to: DSWA Craft Skills Chairman

Purpose of the post

This is an opportunity to be involved in an exciting new initiative which aims to improve the landscape and heritage of Pendle Hill. The post will manage the delivery of the Traditional Boundaries Project on behalf of the Dry Stone Walling Association (DSWA), working in partnership with the new Pendle Hill Landscape Partnership (LP) Scheme. The Project Co-ordinator will be responsible for delivering the project on time and in budget, by planning and organising resources and people to deliver the outcomes of the Traditional Boundaries Project.

The Traditional Boundaries Project has been developed to combat the decline in the condition of our landscape heritage and loss of traditional rural skills in the Pendle Hill area. It aims to restore and maintain high priority traditional boundaries as an essential element of the landscape and to restore and maintain hedgerows for biodiversity and flood risk management. DSWA will also deliver Traditional Skills training to raise awareness of the value of traditional boundaries and of rural skills.

The DSWA Project Co-ordinator will work closely with the members of the Pendle Hill LP team and with the wider LP partnership. The project is keen to develop new audiences in its work so a commitment to inclusion and diversity is essential.

The post will be flexible and can be amended to suit the interests and skills of the individual for an initial twelve month contract.

Main responsibilities:

I. Restoration of traditional boundaries

- I. Work with the Pendle Hill Landscape Partnership (LP) team to identify boundaries in need of restoration
- II. Arrange contracts for restoration work
- III. Verify completed work against invoices and evidence
- IV. Liaise with Pendle Hill LP re payment of invoices for restoration work
- V. Complete quarterly claims and progress reports for submission to the LP Programme Manager

Following consultation with the LP Graduate Trainee and Farming & Wildlife Officer, the DSWA Project Co-ordinator will select high priority walls and hedgerows for restoration. By working closely with local farmers and landowners the DSWA Project Co-ordinator will arrange for qualified contractors to complete the necessary restoration work to a high standard. The project Co-ordinator will be responsible for verifying invoices and submitting quarterly claims and progress reports. Restoration work will run over 3 calendar years, January to December 2019, 2020 and 2021 and will be jointly funded by HLF, AONB and the Environment Agency. The project is aiming to restore at least 1000m² of wall (@£45/m²) and re plant or lay at least 5000m of hedgerow (@£15/m) through restoration activity and training courses.

2. Support to Community groups, farmers and landowners

- I. Identify boundaries restored under agri – environment schemes that can be used as match funding
- II. Support farmers wishing to apply for agri-environment (Capital Boundary) grants

The DSWA Project Co-ordinator, in conjunction with the Pendle Hill LP Graduate Trainee and the Farming & Wildlife Officer, will advise and support farmers and landowners in accessing, securing and delivering boundary restoration works via Defra agri-environment schemes, including the Capital Boundary Grant. Where grant funding has been received for traditional boundary restoration, reference will be made to individual Stewardship agreement maps and claims to ascertain the amount claimed within the life of the Pendle Hill LP project, as this can be used as match funding. Community projects requiring support for boundary restoration will also be advised and projects funded as appropriate, on occasion with support from the local parish lengthsman and volunteers.

3. Training support

- I. Manage the delivery of training courses in line with the project timetable
- II. Arrange events and competitions with a focus on developing new audiences.

The DSWA Project Co-ordinator will be responsible for arranging the delivery of training courses in dry stone walling and will liaise with the National Hedgelaying Society to deliver training in hedge laying as outlined in the Project timetable. Training courses in both dry stone walling and hedgelaying will be arranged in each year of the project and will be tutored by experienced and qualified professional Instructors. Events will include:

- a. Taster days aimed at a wide audience to raise awareness and increase knowledge of landscape heritage.
- b. 2 day beginner courses aimed at volunteers, Young Farmers etc., to increase the understanding of traditional rural crafts and develop basic practical skills.
- c. Extensive training towards Lantra accredited qualifications aimed at farmers, contractors, countryside rangers to attain recognised qualifications in traditional rural crafts thereby increasing the availability of qualified craftsmen to undertake restoration work
- d. Dry stone walling and hedgelaying competitions to increase engagement with the general public

Person Specification

This role offers an exciting opportunity to manage a diverse range of activities in the landscape heritage sector. It is management role that requires experience of project delivery, financial control, training programmes and engaging with the general public, farmers and landowners.

Requirements

- Proven track record of successful project management, contract management, partnership working and funding bids.
- Full UK driving licence and access to own transport for work purposes
- Proven experience of budget management of large projects and use of monitoring systems
- Experience of partnership working with statutory and voluntary organisations
- Excellent communication, networking and team working skills
- Good level of ICT skills. Proficient user of GIS software , Microsoft Office packages and social media
- Practical experience of organising training programmes, events and promotional activities
- Knowledge of, or interest in, appropriate subjects (eg nature conservation, landscape history, geology, ecology, traditional farming or rural skills)
- Ability to work alone and as part of a small team

Further information

Office base: Pendle Hill Landscape Project Office, Clitheroe (homeworking also available)

Working hours: 40 hours a month (nominally 1 day per week). Some evening and weekend work may be required for which time off in lieu can be taken.

Reasonable travel is expected as part of the job, a full driving licence and access to a car is required, expenses will be paid on a mileage rate.

Term of appointment: 12 months fixed term contract with Dry Stone Walling Association, starting January 2019 with an option to renew for a further 2 years.

Starting salary: £21,000 pro rata (based on 25% of full time post)

Closing date: 16th November 2018. Interviews will be held during week commencing 26th November 2018.

It may be possible to combine this post with the DSWA Development Officer post currently advertised on the Countryside Job Service.

For an application pack email: information@dswa.org.uk or Tel: 015395 67953.