

# Role Profile

## Head of Conservation & Engagement

Reference No.	FCCT/HCE/2021	Type	Individual
Service	FCCT – Conservation & Engagement		
Job Family		Grade	FC9

### Purpose

The principal job purpose can be described as leading and inspiring the C&E team in the development and delivery of FCCT's environmental conservation and community engagement activities.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Lead the development for FCCT's environmental conservation agenda and build a strategy for the effective delivery of this along with FCCT's other core objectives that relate to countryside access, volunteering and outdoor education.

Working closely with the Trust's teams, lead the development and delivery of programmes of activity designed to achieve greater engagement with communities across Fife.

Identify and manage risks associated with the delivery of these activities.

Provide leadership and strategic oversight for the Trust's activities related to access and recreation (including aspects of practical site

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

**E**

**D**

Educated to SCQF level 9, which includes a Degree or equivalent, or significant relevant experience.

✓

Management experience or qualification.

✓

Experience of developing effective multi-agency/partnership working.

✓

Experience and evidence of effective delegation.

✓

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
management), environmental conservation, outdoor education, and volunteering.			
Develop systems for building, managing, and tracking community engagement with a view to financial sustainability and amplification of the Trust's impact across Fife.	Project management qualification or experience.	✓	
Build strong and effective community partnerships and stakeholder relationships representing the Trust as appropriate and supporting the Trust's environmental and access agendas ensuring we add value rather than duplicate effort.	Experience of leading the development and delivery of strategic documents	✓	
Liaise with the Trust's partner organisations to ensure a common and consistent message across the Trust's work-streams supported by FCCT's Communications and Fundraising Committee and Communications Manager.	Excellent inter-personal and communication skills (English)	✓	
Provide support and guidance to members of the Trust's team responsible for direct community and public engagement, delivering training where necessary, to ensure a high degree of satisfaction for all engaging with the FCCT.	Excellent presentation skills and experience of delivering presentations to diverse audiences.	✓	
Work with appropriate FCCT staff to explore opportunities to develop programmes such as outdoor learning, community talks, focussed events, regular volunteer days etc.	Knowledge of relevant technologies including but not limited to Microsoft Office applications, Adobe Suite and online applications.	✓	
Propose and support the delivery of campaigns and initiatives to publicise and promote the work of the Trust and to raise standards of responsible outdoor behaviour within Fife in line with the Scottish Outdoor Access Code.	Able to demonstrate a knowledge and understanding of outdoor recreation, environmental conservation issues and the benefits of access to countryside.	✓	
Support the delivery of advice to land managers, communities, businesses, colleagues and partner organisations on recreation and access issues generally.	A good knowledge of Fife and the various community organisations working in the field of environment and outdoor recreation in the Kingdom.		✓
Become familiar with Fife Council's Sustainable Tourism Strategy and work to deliver targets that relate to visitor experience including information and interpretation.	An optimistic disposition with a realistic but firmly positive outlook in the pursuit of challenging objectives.		✓

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Support the Communications Manager in developing the Trust's brand, promoting further exposure and meaningful use of the brand, and provide support and advice to improve visitor information on the web and social media.	A genuine collaborative approach to problem solving and the ability to be creative and self-less in the pursuit of organisational objectives.		✓
Work closely with partners such as the Scottish Countryside Ranger Association to further develop the practice of countryside management both within the FCCT and Fife more broadly.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

# Role Profile

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input checked="" type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	
<b>Additional Information</b> – the following information is available:		<b>Expected Behaviours</b> – It is essential that you display the following behaviours as they are expected of all our employees:		
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• How we work matters</li> </ul>		<ul style="list-style-type: none"> <li>• Take Ownership</li> <li>• Focus on Customers</li> <li>• Work Together</li> <li>• Embrace Technology &amp; Information</li> <li>• Deliver Results</li> </ul>		