



GLNP
GREATER LINCOLNSHIRE
NATURE PARTNERSHIP

Appointment of Information Officer

The Greater Lincolnshire Nature Partnership is one of 48 Local Nature Partnerships accredited by the Government in mid-2012. We achieve more for nature because we work to high standards, look for opportunities and seek to add value to existing initiatives. Most importantly we use sound information and build on it to inform strategies across the priority work areas.

The GLNP and its predecessor organisation were pioneering bringing together the Lincolnshire Biodiversity Action Plan, Lincolnshire Environmental Records Centre, the Local Sites system and the Geodiversity Group.

The Information Officer will work primarily on the Local Sites system but will also have a role in providing wider data for the needs of the Partnership. This includes contributing to the Lincolnshire Environmental Records Centre, the Lincolnshire Biodiversity Action Plan and GIS project work. This year sees the start of three exciting projects; the development of new habitat management leaflets for Local Site owners, the review of Local Geological Site Guidelines and a survey project.

General duties

Based in the market town of Horncastle the Information Officer will be primarily in the office, however some meetings with travel around Greater Lincolnshire are expected. The full range of duties is set out in the job description (see document J316-028).

Conditions of employment

This is a replacement post and the starting salary offered is in the range of £16,500 – £18,500 pa (dependent on qualifications and experience), plus a contributory pension scheme and sickness and disability benefits. The usual working hours are 9.00 am to 5.00 pm for a five-day week but some weekend and evening work will be expected on occasion. A flexi-time system operates and appropriate time off in lieu is given. The annual leave entitlement is 23 days plus three discretionary days at Christmas.

Person specification

Candidates should be educated to degree level in a related subject, must have a full current driving licence and be prepared to use their own vehicle in connection with their duties for which a standard mileage rate is payable (currently 45p/mile). Further requirements for this post are detailed in the person specification (see document J316-026a).

Applications

Candidates should complete all sections of the application form and return it along with a short covering letter. Curriculum Vitae (CVs) will not be accepted as a substitute for the application form.

Applications should be marked 'Confidential' and emailed to fran.smith@glnp.org.uk to arrive not later than 11am on Wednesday 20 July.

Interviews are expected to be held on 28 July at Banovallum House, Horncastle. Only those candidates selected for interview will be notified. Approved interview travel expenses up to £100 will be paid.

June 2016