



CHICHESTER
HARBOUR
CONSERVANCY

JOB TITLE: NATIONAL LANDSCAPE OPERATIONS MANAGER

ACCOUNTABLE TO: DIRECTOR OF CHICHESTER HARBOUR NATIONAL LANDSCAPE

TEAM: CHICHESTER HARBOUR NATIONAL LANDSCAPE

DURATION: PERMANENT

HOURS PER WEEK: 37 (FULL-TIME)

ANNUAL LEAVE: 35 days per year (including bank holidays)

GRADE: 11 SCP: 33-36, £41,418 - £44,428

LOCATION: HARBOUR OFFICE, WEST ITCHENOR, CHICHESTER,
WEST SUSSEX, PO20 7AW

Occasional home working in accordance with company policy.



Chichester Harbour National Landscape

The successful candidate will be responsible for critical operational and project delivery, reporting to the Director of Chichester Harbour National Landscape. You will have strong proven experience of leading teams and setting targets. The successful candidate will have a proven track record of building and maintaining positive relationships.

Your day-to-day business will be to lead, guide, and develop individual teams, responsible for the existing workstreams of Education, Farming, Planning, and Countryside Management. This will require you to monitor performance, balance conflicting priorities and work closely with your subject matter experts to ensure positive impact and sustainable results.

In addition, as the lead manager for projects, you will be tasked with initiating and delivering new and innovative access and conservation projects, on-time and to budget. This is an excellent opportunity to play a key role in conserving and enhancing the natural beauty of Chichester Harbour National Landscape. The role will also be required to deputise for the Director when required, at Senior Management Team (SMT) meetings and with external stakeholders.

Chichester Harbour Conservancy believes in excellence, collaboration, and empowerment of people in a way that maximises potential in a challenging, fun, and fair environment. This is an exciting opportunity to join a motivated and dedicated team working to protect and restore nature in the iconic landscape of Chichester Harbour.

KEY TASKS AND RESPONSIBILITIES

Operational delivery

- To lead the education, farming, planning, and countryside management work areas of Chichester Harbour Conservancy to ensure effective delivery against targets set by the Director of Chichester Harbour National Landscape.
- To effectively manage line reports, including regular 1-2-1s, performance development, supporting training requirements, and compliance with Health & Safety at Work procedures.
- To drive forward a positive culture of continuous improvement.

Project delivery

- To contribute to the collation of data, policy or plan development, and annual reporting.
- To initiate and deliver practical projects that implement the Chichester Harbour Management Plan (including access improvements and conservation projects).
- To lead with the planning and delivery of irregular events, such as annual open days.

Approach

- To raise awareness of the need to conserve and enhance the Harbour's natural and cultural environment, developing and promoting key messages, educating, and influencing public attitudes and behaviours.
- To work effectively with local authorities, statutory and non-statutory bodies, voluntary organisations (including the Friends of Chichester Harbour), consultants, and contractors.
- To prepare and undertake public presentations as required, which will include some evening and weekend work.
- To prepare papers and reports to inform decision-making as and when required.
- To commission and deliver multi-media content including videos, leaflets, infographics, charts, images, and presentations to support the delivery of ongoing objectives.
- To help colleagues to maintain Chichester Harbour Conservancy's website and communications channels, including social media sites.

Team working

- To deputise for the Director of Chichester Harbour National Landscape when required, for example at the weekly Senior Management Team meetings and at external meetings with stakeholders.
- To support the wider work of the Chichester Harbour National Landscapes Team, colleagues at Chichester Harbour Conservancy, and the National Landscapes Association.
- To support equality and diversity and respect customers, visitors, and other members of staff regardless of gender, age, disability, sexual orientation, religion, or ethnic origin.
- To undertake any other reasonable duties as directed from time to time by Chichester Harbour Conservancy.

PERSON SPECIFICATION

Qualifications

- Relevant degree-level education (or equivalent qualification), for example, a social or environmental science.
- A relevant postgraduate qualification would be desirable.

Experience

- At least three years' experience either: a) as an Operations and/or Projects Manager (or similar), or b) a role or roles with equivalent experience and clear transferable skills that match the requirements of the post.
- Direct line management of staff.

Knowledge

- An understanding of the functions of Chichester Harbour Conservancy, the primary purpose of the National Landscape (formerly known as the Area of Outstanding Natural Beauty, AONB), and the Chichester Harbour National Landscape Management Plan.
- Good knowledge about access and conservation in coastal environments.
- An understanding of the role of education, farming, planning, and countryside management in the context of a National Landscape.
- An understanding of project initiation and implementation.

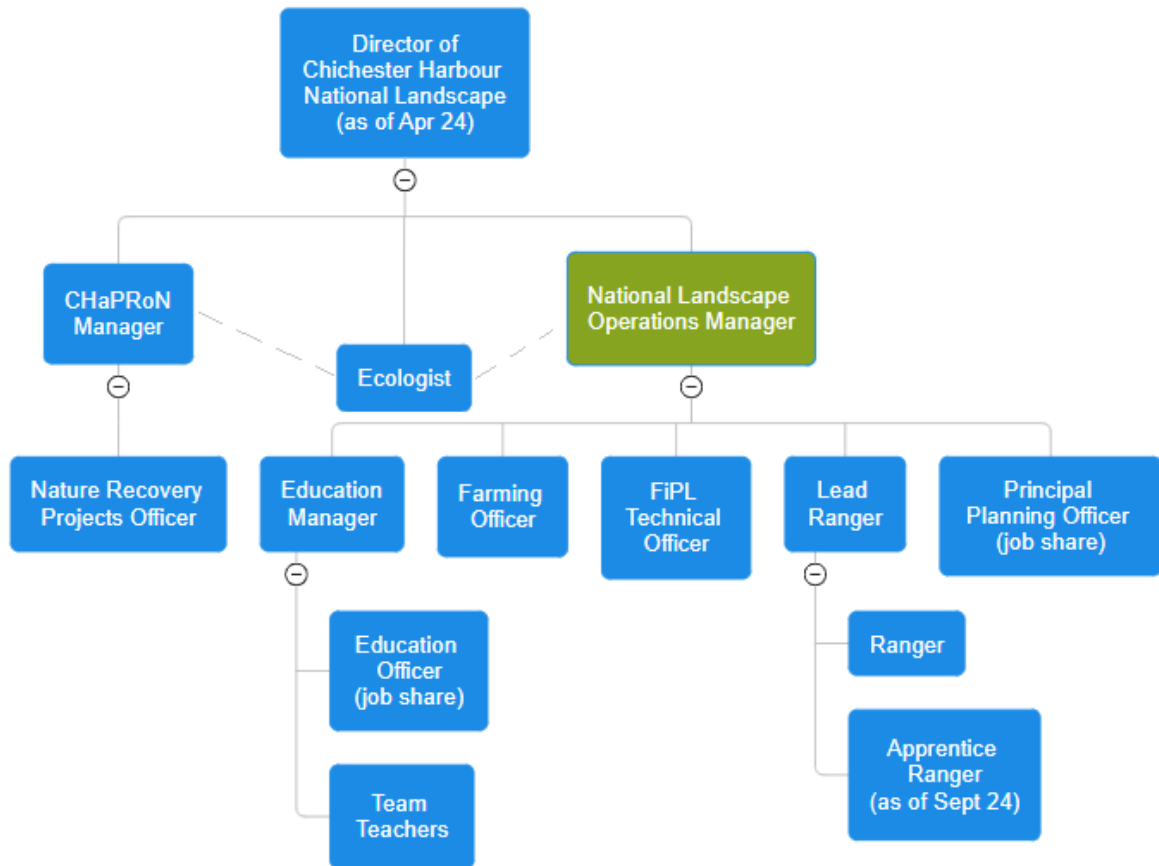
Skills

- Ability to motivate and lead subject matter experts, supporting best practice and occasional problem solving.
- Self-motivated with the ability to work independently as well as part of a team.
- Ability to determine priorities and ensure deadlines are met.
- Ability to liaise effectively with a wide range of stakeholders, partners, colleagues, contractors, and consultants.
- Excellent public speaking and presentation skills.
- Competent report writing and budget management skills with high standards of literacy and numeracy.
- Attention to detail with strong and organised time management skills.
- IT skills with good working knowledge of Microsoft Office and social media.

Other

- English language fluent (CEFR Level C2) is essential.
- Willingness to occasionally work evenings and weekends.
- The postholder will occasionally be required to attend meetings, conferences, and forums elsewhere across the Solent and England.
- A UK driving licence and own car is essential for the role. The postholder will need to attend a variety of locations, many of which are not served by public transport.
- Operate in accordance with confidentiality and data protection legislation.

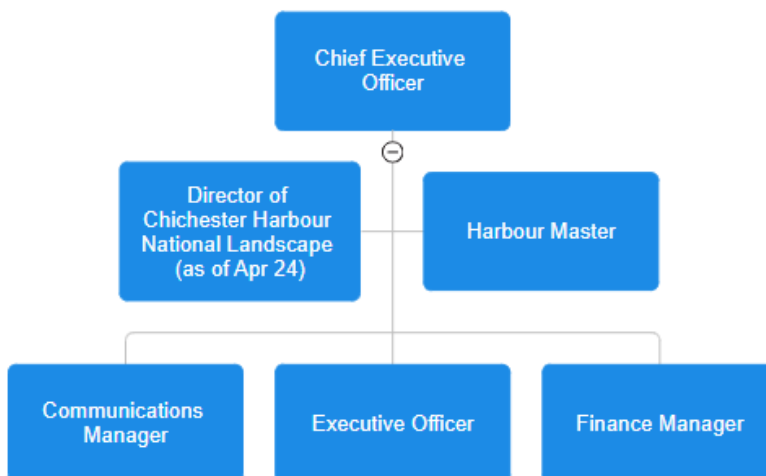
**CHICHESTER HARBOUR CONSERVANCY – ORGANOGRAMS SPRING 2024
NATIONAL LANDSCAPE TEAM**



CHaPRoN = Chichester Harbour Protection & Recovery of Nature

FiPL = Farming in Protected Landscapes

SENIOR MANAGEMENT TEAM



Ends