



CLINTON DEVON ESTATES

Landscape Recovery Project Support Officer

Heaths to Sea: Landscape recovery
of the lower Otter Valley

Job Description

Contract dates: April 2024 to April 2026 (2-years)

Working hours: Full-time, Monday to Friday, 9am-5pm

Salary Minimum: £30,000

Background

The *Heaths to Sea Landscape Recovery* initiative holds nature recovery ambitions of national significance. Located in East Devon's lower River Otter catchment and funded by one of the government's environmental land management schemes, this project represents one of the most exciting nature enhancement opportunities in the UK with the focus including river/floodplain restoration and woodland creation.

We are looking for an experienced Project Support Officer who shares our excitement for achieving nature recovery at scale to help deliver the two-year 'Project Development Phase' of the *Heaths to Sea: Landscape recovery of the lower Otter Valley* project.

The scheme spans 4,000 hectares of the East Devon countryside and will power nature recovery across the agricultural hinterlands linking three parts of the Pebblebed Heaths National Nature Reserve (NNR). Our vision is for this diverse landscape to be nature rich and ecologically healthy whilst also supporting food production, net zero, timber and access needs. This role provides an amazing opportunity to help shape plans to enhance the landscape and wildlife of one of Britain's most beautiful locations and make a lasting contribution benefiting nature and society.

The development phase will involve outlining how the target catchment area currently supports wildlife, access, food and timber production and how benefits can be increased for nature, climate, and local people in the project area. Engagement with local communities, government agencies and conservation NGOs will be vital to agree restoration priorities and it will involve commissioning and managing of work streams to inform the plans. The role will benefit from the support of a new dedicated Project Manager role, as well as the wider Estate team. Our intent is that by the end of the two-year development phase, the project will deliver a restoration plan and fundable proposition for implementation.

Our organisation

Clinton Devon Estates is a family business involved in farming, sustainable forestry, conservation management and several other land-based enterprises including the South West's premier equestrian venue, Bicton Arena. (<https://clintondevon.com/>).

For over 700 years we have been stewards of the East Devon countryside and are active across all areas of land management. This includes the management of the core area of the Pebblebed Heaths National Nature Reserve (<https://www.pebblebedheathsnnr.co.uk/>) which also includes the Otter Estuary. These internationally important conservation sites are managed by the Estate's own conservation charity (www.pebblebedheaths.org.uk/about-us/) and we work in close strategic partnerships with the Devon Wildlife Trust, the RSPB, the National Trust, East Devon District Council and Devon County Council. Working in collaboration with the Environment Agency, in 2023 the Estate completed the lower Otter restoration project (<https://www.lowerotterrestorationproject.co.uk/>) an ambitious nature recovery and coastal climate adaptation scheme (see also <https://www.pacco-interreg.com/>).

The Estate has been the recipient of many awards and accolades including achieving the Queen's Award for Enterprise three times and we have been honoured several times in the Sunday Times Best Small Companies To Work For. We are proud of our conservation credentials and can demonstrate an excellent track record for delivering nature improvement at scale.

Clinton Devon Estates is committed to creating an inclusive work environment with a diverse workforce. All appropriately qualified candidates will receive consideration for employment without regard to race, religion, gender, sexual orientation, national origin, disability or age.

The role

The successful candidate will work closely with Clinton Devon Estates' Director of Environment Strategy & Evidence, the Sustainability & Project Manager, and the Heaths to Sea Project Manager. The successful candidate will support the Project Manager with the delivery of the project. Among other tasks, they will support the delivery of the Monitoring and Evaluation Plan, support the Reserves Manager to complete the Site Access Plan, manage supplier contracts, take meeting minutes, and ensure procurement documents are saved correctly.

Your role will involve:

- Supporting the day-to-day administration of the project including tracking and recording project activities to achieve project objectives and indicators, updating actions trackers and noting risks.
- Contributing to, and leading parts of, the development of several of the required Project Plans, including the:
 - Monitoring and Evaluation Plan

- Site Access Plan. There is in-depth guidance in the project Handbook on what must be included in these plans.
- Responsible for scheduling and attending meetings of contractors, Advisory Groups and project partners, taking and circulating minutes.
- Supporting the Project Manager to collect data and evidence for financial reporting, including relevant procurement documents.
- Leading contractor relations once contracts are in place, and support with the tender and procurement processes.

You will support delivery of these work elements to programme, quality, and budget by April 2026 and be working as part of a team with multiple organisations including: project partners; project funder; tenants; local authorities; NGOs; contractors; universities. We are looking for a self-starter, with a proven track record of work

Skills:

Essential

- Ability to work collaboratively within a partnership with a wide range of stakeholders and partners to ensure shared objectives are achieved.
- Being highly organised with an attention to detail
- Competent IT user (e.g. MS packages, Outlook, social media etc).
- A degree level qualification (or equivalent) in a related discipline
- Excellent verbal and written communication; excellent presentation
- Full driving license

Experience

Essential

- 3+ years project experience, preferably within the environmental sector
- Proven ability to complete project tasks on time, to a high standard.

Desirable

- APM Project Management Qualification or PRINCE2 Practitioner
- Experience in Defra funded projects

Benefits:

Flexible working hours

Work from home opportunities

Access to on-site gym

Application process

Please send a CV and covering letter telling us what motivated you to apply for this role and the key skills, knowledge and experience you have that demonstrates that you can fulfil the role requirements.

Deadline for applications: 18th February 2024.

We are looking for applications who can start as soon as possible.

All applications should be sent by email to careers@clintondevon.com

Interviews will be held via video conference or in person at the end of February / beginning of March.

For any questions about the role and project, please contact Kendal Archer, Sustainability & Project Manager, Clinton Devon Estates: Kendal.archer@clintondevon.com or 07970119407.