



CLINTON DEVON ESTATES

Landscape Recovery Project Support Officer

Heaths to Sea: Landscape recovery of the lower Otter Valley

Job Description

JOB TITLE:	Heaths to Sea Project Support Officer
REPORTING TO:	Head of Environment & Strategy
STATUS:	Full time, 2-year fixed-term contract
LOCATION OF WORK:	Rolle Estate Office, Bicton Arena, East Budleigh, Budleigh Salterton, EX7 9BL
HOURS OF WORK:	9am – 5pm, Monday – Friday
SALARY:	£30,000

Project 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.

Main purpose of the job:


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 Stakeholder Engagement Plan and 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.

Main duties and responsibilities:

- 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 (there is in-depth guidance in the project Handbook on what must be included in these plans), including the:
 - Site Access Plan.
 - Stakeholder Engagement Plan.
 - Monitoring and Evaluation Plan.
- Plan, co-ordinate and deliver a programme of engagement opportunities and events to involve a diverse range of stakeholders with the Project.
- Supporting the delivery of project communications across a range of media including newsletters, website and social media.
- Responsibility 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 competent self-starter, with a proven track record of work in a similar field.

Skills:**Essential**

- Able to communicate in an effective and professional manner with a wider range of stakeholders.
 - Able to work collaboratively with the project team, partners and stakeholders to ensure shared objectives are achieved.
 - Highly organised with an attention to detail
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- Competent IT user (e.g. MS packages, Outlook, social media etc).
- Excellent verbal and written communication; excellent presentation skills.
- Full driving license.

Desirable

- A degree level qualification (or equivalent) in a related discipline.

Experience

Essential

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

Desirable

- Experience in Defra funded projects

Benefits:

- 25 days leave plus bank holidays.
- Pension contributions.
- Health and Life Insurance
- On site gym and personal trainer.
- Weekly wellbeing hour.
- Working in Grade One Listed Parkland.

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: Friday 31 May 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 beginning/middle of June.

For any questions about the role and project, please contact Kirstie Ellis, Heaths to Sea Project Manager, Clinton Devon Estates: kirstie.ellis@clintondevonestates.com or 07970 062707.



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.

