

# Job Description:

## Discoveries on Your Doorstep

### Project Officer



<b>Position:</b>	Discoveries on Your Doorstep Project Officer
<b>Responsible to:</b>	Programme Manager
<b>Location:</b>	Main office base is Northallerton with travel across North Yorkshire (and occasional remote office working).  <b>Note: During Covid-19 restrictions this position will be home based and access to a place to work and broadband will be required.</b>
<b>Working Hours</b>	0.6 Full Time Equivalent – 21 hours per week
<b>Term</b>	Fixed term for 15 months to 31st March 2022. Secondment welcome.
<b>Salary and Benefits</b>	£28,474 - £30,426 (dependent on experience). 8% pension contribution, Paycare Health Plan.
<b>Job Purpose:</b>	To lead the sustainability and roll out of the Discoveries on Your Doorstep project in specific district areas across North Yorkshire.

**Main responsibilities:**

***Project Delivery***

- Contribute to the development and implementation of Public Health, environmental/nature conservation/active travel strategies, campaigns and programmes. For example, Green Miles.
- Identify and promote new and existing Discoveries on Your Doorstep walking routes/trails/campaigns.
- Plan and deliver community activities to increase the number of people, including schoolchildren, to walk in target areas, with a focus on nature and heritage activities.
- Ensure promoted routes are fit for purpose, accessible and support investment in natural and cultural assets to encourage increased use.
- Develop a Discoveries on Your Doorstep action plan and ensure delivery of key milestones and targets.
- Identify opportunities for the sustainability of the Discoveries on Your Doorstep programme.
- Contribute to the development of Public Health evidence-based programmes.
- Manage external contracts relevant to the Discoveries on Your Doorstep project.
- Maintain information directories, and data collection systems.

***Communications***

- Interpret and understand complex, sensitive information.

## **Job Description: Discoveries on Your Doorstep Project Officer**



- Manage the Discoveries on Your Doorstep steering group.
- Lead on stakeholder engagement, partnership development and consultation. Liaise with internal and external partners on Public Health, nature conservation developments and health improvement programmes.
- Lead on the development of internal and external communications with relevant stakeholders.
- Lead on the design and delivery of Public Health and related government campaigns which support physical activity, active travel, wellbeing, green space and air quality, as determined by related communications plans.

### ***Partnership/ Corporate Working***

- Participate in relevant internal and external working groups/projects, services, and initiatives.
- Attend relevant professional meetings and conferences.

### ***Systems and information***

- As the post develops increased public health knowledge and skills, there will be an expectation the post holder will lead on needs assessments, audits, evaluations and monitoring of public health programmes and services.
- Monitor, evaluate and report the impact of the Programme, specifically in relation to access, biodiversity, physical activity, active travel behaviours, and air quality/traffic.
- Support the dissemination of practice developments/research findings to facilitate evidence-based practice.
- Contribute to the analysis and evaluation of health data and effectiveness of public health and nature conservation initiatives and programmes.

### ***Strategic Focus***

- Support the planning and organising of varied activities or programmes, which may include engaging a range of appropriate stakeholders, and leading stakeholder engagement sessions.
- Organise health improvement events/ co-ordinate and organise multi-agency groups.

This is not intended to be a full description of duties and the post holder may be required to perform any other duties commensurate with the nature of the post as deemed appropriate and by agreement with your line manager.