

# Job Description: Discoveries on Your Doorstep Project Officer

February 2019



**Position:** Discoveries on Your Doorstep Project Officer  
**Responsible to:** Programme Manager  
**Location:** County Hall, Northallerton with some travel and remote office base across the County  
**Job Purpose:** To lead the sustainability and roll out of the Discoveries on Your Doorstep project in specific district areas across North Yorkshire.

## Main responsibilities:

### Operational Management

- Contribute to the development and implementation of Public Health, environmental/nature conservation/active travel strategies, programmes and action plans, which may include leading on the following areas: engaging key stakeholders, attending meetings, developing action plans, coordinating and writing press releases, monitoring programmes.
- Identify and promote new and existing Discoveries on Your Doorstep walking routes/trails.
- Plan and co-ordinate the delivery of community activities to increase the number of people, particularly school children, to walk in target areas, with a focus on nature and heritage activities.
- Support the needs assessment and quality assurance of trails for the local community's groups; to ensure paths are fit for purpose, accessible and 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.
- Co-ordinate Discoveries on Your Doorstep steering group partnership discussions and action for the sustainability of existing trails and the development of new trails in target areas.
- Explore and identify funding opportunities for the sustainability of the Discoveries on Your Doorstep programme.
- Lead stakeholder engagement and consultation as required, e.g. school's insight work, community focus groups
- Support the development of communication plans.
- Contribute to the development of evidenced based programmes.
- Have an active role in the effective monitoring, performance management and evaluation of programmes and contracts, specifically the Discoveries on Your Doorstep project.
- Maintain information directories, and data collection systems.

### Communications

- Interpret and understand complex, sensitive information.

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- Liaise with internal and external partners on Public Health and nature conservation developments and health improvement programmes.
- Lead on the development of internal and external communications where required by regular contact with the teams, stakeholders and communications team.
- Lead on the design and delivery of Public Health and related government campaigns e.g. Year of Green Action, which support physical activity, active travel, and air quality, as determined by related communications plans.

## Partnership/ Corporate Working

- Network with a broad range of internal and external stakeholders.
- 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
- Contribute to the effectiveness of public health and nature conservation initiatives through the analysis of data.
- Be aware of and support the dissemination of practice developments/research findings to facilitate evidenced based practice.
- Contribute to the analysis and evaluation of health data and effectiveness of public health and nature conservation initiatives and programmes.

## Strategic Management

- Support the planning and organising of complex activities or programmes which may include; engaging a range of appropriate stakeholders, 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.

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