

Forgotten Landscapes Project

Landscape Conservation Action Plan

5.22 Implementation Programme D Staff and Overheads

5.22.1 Introduction

To deliver this exciting, but challenging set of Programmes a staff team possessing the necessary range of skills will be required. Careful consideration has been given to the composition of the team by the Partnership Steering Group and the following posts have been agreed.

Scheme Manager	Commons Officer
Technical Support Officer	Volunteer Recruitment and Training Coordinator
Education and Interpretation Officer	Seconded Police Officer

Should the Partnership's application to HLF be successful, recruitment for the team will commence immediately and it is anticipated all officers will be in post by June 2010. The team will be based at the Blaenavon World Heritage Centre (WHC) and be managed by the Scheme Manager, who in turn will be line managed by the Lead Partner, Torfaen County Borough Council. An overview of each post is given below while full Job Descriptions can be seen in documents accompanying this LCAP. Working arrangements, and the relationship between the FLP staff team and existing staff at the WHC, are discussed in some depth in Section 4 Aims and Objectives.

5.22.2 Job Descriptions – an overview

This section summaries the key responsibilities of each post holder. Full Job Descriptions can be found in the accompanying documentation.

Scheme Manager

Key responsibilities

- oversee and co-ordinate delivery of all Programmes, Projects and Budgets
- develop the detail of Stage 2 year 2 and 3 implementation plans
- manage staff team
- liaise with BWHC staff to ensure a shared purpose is maintained
- report regularly to the Board, Steering Group, Lead Partner and all other structures of the Partnership
- act as the advocate for the Partnership, raise its profile and represent it at all appropriate events
- develop links with organisations involved in similar work both National and International and share best practice
- communicate regularly with the wider Partnership and general public through all media
- ensure the Partnership's work is kept in the public eye and presented in a positive light to the widest possible audience
- develop links with Statutory Bodies to help direct future land management policy and ensure it is line with the European Landscape Convention
- find means of ensuring a sustainable outcome to the work of the Partnership and confirm ongoing arrangements
- based on recommendation within the Delivery Plans and knowledge gained during the life of the Scheme, develop an ongoing programme of works to ensure that the vision and its stated aims are maintained in the long term.

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Technical Support and Budget Control Officer

Key responsibilities

- provide research, secretarial, administrative and finance management support
- support the Project Team and ensure that office procedures are robust, implemented and maintained
- manage the day to running of the office
- maintain database information
- manage the day to day running of all budgets and report regularly on financial control to the Scheme Manager
- maintain and update records of in-kind contributions
- assist in the production of claim forms for HLF and match funders
- be the point of contact for the Forgotten Landscapes Partnership
- source, order and purchase all project equipment through liaison with staff members and the Project Manager
- organise regular staff team meetings, prepare agendas and take minutes
- organise meetings for all the structures of the Partnership and provide secretariat

Commons Officer

Key responsibilities

- act as point of contact for land owners, land managers and commoners engaged in the delivery of FLP projects
- help develop a Commoners Forum, ensure that the membership extends to all appropriate parties, e.g. Fire, Police, Environment Agency, CCW, Land Owners, etc
- provide secretariat
- ensure all Delivery Plans relating to the management of the commons are effectively implemented
- work with the Volunteer Officer to organise relevant training and other events as described in the Programmes
- assist in the delivery of training programmes for volunteers and commoners
- liaise with BWHC Volunteer Ranger Service staff to ensure a shared purpose is maintained
- work with partners such as the Gower Commons Initiative, BBNPA Ranger Service and the Caerphilly Ranger Service to develop best practice
- ensure the Partnership's work is kept in the public eye and presented in a positive light to the widest possible audience
- adhere to Delivery Plan monitoring and evaluation requirements
- report regularly to the Project Manager
- assist in the production of claim forms for HLF and match funders

Volunteer Recruitment and Training Co-ordinator

Key responsibilities

- act as point of contact for all individuals and groups wishing to engage in volunteer activity
- develop an induction and training Programme
- work closely with the Commons officer and the Education and Interpretation Officer to organise relevant training and other events as described in the Programmes
- ensure all projects relating to volunteer effort are effectively implemented
- develop the service to a high standard so that it is widely recognised as successful
- liaise with BWHC Volunteer Ranger Service staff to ensure a shared purpose is maintained

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- ensure providers are available and carry appropriate accreditation and insurances
- observe and implement all necessary legislation relating to volunteering, especially in relation to Health and Safety
- identify best practice and implement following discussions with the Project Manager and the Partnership
- ensure the Partnership's work is kept in the public eye and presented in a positive light to the widest possible audience
- adhere to Delivery Plan monitoring and evaluation requirements
- report regularly to the Project Manager
- assist in the production of claim forms for HLF and match funders

Education and Interpretation Officer

Key responsibilities

- ensure all Delivery Plans relating to education and interpretation are effectively developed and implemented
- work closely with Project Partners to ensure effective delivery of interpretive material
- observe all necessary legislation relating to Delivery Plan, especially in relation to Health and Safety and CRB checks
- develop the service to a high standard so that it is widely recognised as successful
- liaise closely with the WHC Education Manager
- develop education materials for delivery by the WHC Education Manager
- identify best practice and implement following discussions with the Project Manager and the Partnership
- adhere to Delivery Plan monitoring and evaluation requirements
- report regularly to the Project Manager
- assist in the production of claim forms for HLF and match funders

Seconded Police Officer

Key responsibilities

- co-ordinate enforcement action between all relevant agencies
- oversee Volunteer Wardens and advise on public relations / stewarding role with relation to avoiding issues and when to seek assistance
- ensure local constabularies develop mechanisms to respond to illegal activities and liaise effectively with Project Staff, Commoners, Volunteer Wardens, etc
- act in a community liaison capacity to raise awareness about the value of the heritage landscape, the laws protecting it and illegal activities such as fire setting, dumping of waste and the use of off road vehicles
- develop the service to a high standard so that it is widely recognised and becomes the model for implementation across southern Wales
- adhere to Delivery Plan monitoring and evaluation requirements
- report regularly to the Project Manager
- assist in the production of claim forms for HLF and match funders
- represent the Partnership at a strategic level to ensure future policy embraces best practice as developed by the FLP

Implementation Programme D Staff and Overheads

Plan	Activity	Year 1		Year 2		Year 3		Total		Total cash & DINK
		Cash	DinK	Cash	DinK	Cash	DinK	Cash	DinK	
PM 1	Project Manager	45,675	0	46,360	0	47,056	0	139,091	0	139,091
	Project Manager incl. On-costs and redundancy	45,675		46,360		47,056		139,091	0	
AD 1	Admin and budget management support officer	25,000	0	25,375	0	25,755	0	76,130	0	76,130
	Admin and budget management support officer incl. On costs and redundancy	25,000		25,375		25,755		76,130	0	
LVC 1	Landscape Volunteer coordinator	32,000	0	32,480	0	32,967	0	97,447	0	97,447
	Landscape Volunteer coordinator incl.on costs and redundancy	32,000		32,480		32,967		97,447	0	
EO 1	Education officer	32,000	0	32,480	0	32,967	0	97,447	0	97,447
	Landscape Education and Interpretation Officer incl. on costs and redundancy	32,000		32,480		32,967		97,447	0	
CO 1	Commons officer	32,000	0	32,480	0	32,967	0	97,447	0	97,447
	Commons officer incl. On costs and redundancy	32,000		32,480		32,967		97,447	0	
SP 1	Seconded police officer	43,000	0	43,000	0	43,000	0	129,000	0	129,000
	Seconded police officer	43,000		43,000		43,000		129,000	0	
OFF	Office accommodation - rental	12,000	0	12,000	0	12,000	0	36,000	0	36,000
	Office rent	12,000		12,000		12,000		36,000	0	
EQPT	Office equipment and stationery	12,440	0	8,540	0	8,540	0	29,520	0	29,520
	Stationery	8,000		8,000		8,000		24,000	0	
	Equipment	4,440		540		540		5,520	0	

Plan	Activity	Year 1		Year 2		Year 3		Total		Total cash & DINK
		Cash	DinK	Cash	DinK	Cash	DinK	Cash	DinK	
VEH	Staff travel and vehicle hire	23,316	0	24,092	0	24,916	0	72,324	0	72,324
	LVC van lease	1,600		1,600		1,600		4,800	0	
	Van maintenance	1,108		1,433		1,780		4,321	0	
	Van fuel and other running costs	1,250		1,313		1,378		3,941	0	
	Van insurance	600		600		600		1,800	0	
	Police special vehicle (landrover or similar)	5,000		5,000		5,000		15,000	0	
	LVC mini-bus lease	4,800		4,800		4,800		14,400	0	
	Mini-bus maintenance	1,108		1,433		1,780		4,321	0	
	Mini-bus fuel and other running costs	1,250		1,313		1,378		3,941	0	
	Mini-bus insurance	600		600		600		1,800	0	
	Other staff travel costs	6,000		6,000		6,000		18,000	0	
MR	Mid-term review	0	0	5,000	0	0	0	5,000	0	5,000
				5,000				5,000	0	
Total		257,431	0	261,807	0	260,168	0	779,406	0	779,406