



Natural Cambridgeshire Local Nature Partnership

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**Natural Cambridgeshire Coordinator – Part-time (22.5 hours a week) one-year contract**

**Salary £28-32K pro rata**

**Home based or within the office of one of the Natural Cambridgeshire Partners**

**Start date** – As soon as possible

**Application process** – CVs with a covering letter explaining why you feel you are suitable for this role (no more than 2 sides of A4) should be sent to Richard Astle, Chair of Natural Cambridgeshire ([richard@athene-communications.co.uk](mailto:richard@athene-communications.co.uk)) no later than 12pm on 30 October. It will not be possible to deal with any enquiries about this post pre-application.

#### **JOB CONTEXT**

In 2019 Natural Cambridgeshire launched its ambition to Double Nature across Cambridgeshire and Peterborough to deliver a greatly enhanced environment where nature and people thrive and businesses prosper.

We now want to boost the delivery of this ambition, recognising that nature-based solutions will play a crucial role in our combined efforts to address **the challenges of our climate emergency and nature crisis**. In addition, a thriving natural world and environment will improve the overall attractiveness of Cambridgeshire and Peterborough as a place to live, work, play and invest.

To take this forward we have set ourselves seven key objectives over the period 2020-23, as follows:

1. Encourage and measure the enhancement and creation of habitats that help to Double Nature
2. Working with all statutory bodies to ensure that the Doubling Nature target is recognised in key policies, including climate change policies and Local Plans
3. Work in partnership with the Cambridgeshire and Peterborough Combined Authority to progress a Doubling Nature Investment Plan to engage forward-thinking local businesses and

investors in creating a healthier natural world for to the benefit of both business and wider society

4. Launching, promoting and encouraging (through a recognition scheme) implementation of a Doubling Nature Pledge that will offer simple steps that all organisations and individuals can take to create new, and enhance existing, habitats for nature

5. Promoting best practice to ensure that all development contributes significantly to the achievement of biodiversity and environmental net gain including through the launch of a Developing with Nature Awards Scheme

6. Increasing the amount of farmland that benefits wildlife and carbon storage and therefore people by co-ordinating the promotion of good environmental farming practices

7. Creating a new framework for promoting healthy lifestyles through increased access to nature in our existing and new parks and green open spaces through the work of the Future Parks project.

In addition, we are in the process of establishing Natural Cambridgeshire as a self-funding Charitable Interest Organisation, that is recognised by all partners – statutory, private sector and community organisations – as the key strategic organisation across Peterborough and Cambridge for the promotion of a better, healthier, resilient, more biodiverse environment.

### **Delivery Plan**

Natural Cambridgeshire wants to accelerate the delivery of the objectives outlined above.

Much of this work will be delivered by the partners themselves, but we now want to employ a part time (22.5 hours a week) Partnership Co-ordinator on a one year contract (renewal subject to funding and performance) to drive forward key aspects of this work. The post will be either home based or hosted by one of the partners, as Natural Cambridgeshire does not, and does not intend to have during the period of this contract, premises of its own at this stage.

**THE POST REPORTS TO:** The Co-ordinator will report to the Chair of the Board of Trustees of Natural Cambridgeshire.

**JOB PURPOSE:** To co-ordinate the development and delivery of Natural Cambridgeshire's Doubling Nature ambition.

### **KEY TASKS:**

The priority tasks during this year's contract will be to drive forward the Doubling Nature ambition, by

- Co-ordinating the development of detailed project plans for each of the identified five priority landscapes and working with partners to enable the delivery of those projects in partnership with landowners and other key stakeholders
- Co-ordinating the roll-out of the community nature recovery toolkit and helping communities to engage with the Doubling Nature agenda
- Championing and increasing take up of the Natural Cambridgeshire pledge system
- Supporting the development and launch of the Doubling Nature Investment Plan
- Expanding the agenda and membership of the Developing with Nature forum
- Developing mechanisms for measuring and reporting on progress towards the Doubling Nature ambition
- Considering the launch of a Natural Cambridgeshire Awards Scheme

In addition, the co-ordinator will need to identify sustainable funding sources to support the work of the LNP and develop an ongoing sustainable funding strategy.

Other priority tasks, will include

### **Administration**

- Prepare and organise the regular meetings and co-ordinate minute taking for the Board of Trustees (meets bi-monthly) and the Partnership Forum (meets quarterly).
- Co-ordinate the work of any task and finish groups as established by the Board.
- Manage, with the Trustees, the governance of the charity's work.
- Respond to enquiries about Natural Cambridgeshire's work.

### **Communication**

- Support the partners to champion the role of the natural environment and Natural Cambridgeshire's work, particularly landowners and the business and development community to maximise opportunities to Double Nature.
- Build strong relationships with all key partners within the charity and identify new partners from across sectors who can contribute to achieving its strategic objectives.
- Maintain and improve communication links with other LNPs in adjacent/cross-boundary political administrations, working together to achieve mutual benefits.
- Establish effective NC communication and publicity activities, including the management and development of the website and use of social and other media as appropriate.
- Ensure that the NC website is updated regularly with relevant material and promotes best practice.
- Act as an ambassador for Natural Cambridgeshire through representation at external events.
- Coordinate responses to consultations to the LNP with the various Cambridgeshire planning authorities.
- Communicate news of relevant research, policy, funding and local projects to members of Natural Cambridgeshire.
- As required, engage with Defra regarding the development of LNPs nationally.

### **Monitoring / Reporting**

- Collate an annual review, highlighting the progress achieved, monitoring the success of the LNP against the objectives set its Strategic Plan.
- Provide written and verbal reports to the LNP Board and any Task and Finish Groups or wider forums, as required.

### **WORKING RELATIONSHIPS**

The Coordinator will need the ability to build strong effective relationships with partner organisations and other stakeholders, including local communities, local enterprises and their representatives and work closely and impartially with key members of a full range of organisations within the area.

The Coordinator will need to have their own vehicle available for business use, for which mileage will be paid.

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Education, qualifications, training</b>	Educated to degree level or equivalent	Evidence of post-qualification training in the natural environment and its relationship with economic development or regeneration
<b>Knowledge and experience</b>	<p>Knowledge of the issues facing the UK natural environment and their relationship with 'development'.</p> <p>Knowledge of key drivers and opportunities for the economy, environment and social issues</p> <p>Demonstrable knowledge of current national economic and sustainability policies and the role of LNPs in implementing these</p> <p>Experience of partnership working, particularly involving a wide range of stakeholders from community to senior decision-making level.</p> <p>Experience of researching, evaluating and communicating a wide range of information to a wide range of audiences.</p> <p>Experience of facilitating meetings/ networking and partnership working practices to a strategic level.</p> <p>Track record of successful fundraising and resource investigation.</p>	<p>Knowledge of NC's natural environment and key sustainability issues.</p> <p>Knowledge and understanding of the Defra 25 year Plan for the environment and other recent developments in relevant environmental policy.</p> <p>Understanding of the political framework within which NC works.</p>
<b>Professional skills</b>	<p>Representation, negotiation and advocacy skills</p> <p>Excellent communication, facilitation and networking skills across a range of levels.</p> <p>Ability to develop and sustain positive collaborative</p>	

	<p>relationships.</p> <p>Ability to research, analyse and interpret information.</p> <p>Ability to compile data and produce reports quickly and accurately.</p> <p>IT skills including MS Word, Excel, PowerPoint, Outlook and website content management.</p> <p>The skills to inspire and motivate and ensure performance and timely project delivery.</p> <p>Project management skills required to deliver a project to agreed budgets and timescales.</p>	
<b>Personal attributes</b>	<p>Politically astute and able to deal with sensitive and complex relationships effectively.</p> <p>Ability to organise and prioritise work effectively, often to tight deadlines, and monitor outcomes.</p> <p>Enthusiastic and self-motivated.</p> <p>Ability to work well on own initiative and co-operatively as part of a team.</p> <p>Well organised, flexible and able to respond to changing situations.</p>	A strong affinity with environmental issues
<b>Additional requirements</b>	<p>Valid, full driving licence</p> <p>Understanding of the principles &amp; practice of health &amp; safety</p> <p>Commitment to equality of opportunity.</p>	

08 October 2020