



Geopark Project Officer Job Description

Salary: £16 - 17,000
Reporting: Steering committee of the English Riviera Geopark Organisation (ERGO)
Line manager: Chairman of ERGO
Day to day manager: Senior Education Officer at Seashore Centre, Goodrington
Contact: Two years from 1 September 2008

Aims:

- The aims of this role are to increase public awareness, understanding and enjoyment of the English Riviera Geopark by encouraging local people and visitors to identify, look after and celebrate the geological heritage of the area. The project officer will do this by increasing access to the geology and develop new audiences through promotional activities, developing gateways to the landscape, offering interpretation of the heritage and creating an education and events programme across Torbay.
- Administering and coordinating the English Riviera Geopark Organisation will be fundamental to the success of this role. Working with and making best use of the European and Global Geoparks Network, together with establishing best practise from neighbouring World Heritage sites will be a fundamental requirement of the role.
- Reporting to the steering committee of the English Riviera Geopark Organisation (ERGO), the project officer will be required to deliver specific objectives outlined below which form part of a two-year project funded by the Heritage Lottery Fund.

Objectives of the Geopark Project Officer

1. Increasing public awareness, understanding and enjoyment

- Develop Liaise closely with local community groups, individuals and specialists.
- Work with schools and colleges both on site and in the classroom to increase understanding of all aspects of the Geopark.
- Plan and lead guided walks, boat cruises, steam train trips and events for all ages and give illustrated talks to interested parties.
- Initiate and maintain a Geo-Rangers volunteer programme.
- Work with relevant organisations to assist with the implementation of the Earth Heritage sections of Torbay's Biodiversity Action Plan.
- Work with designers to produce interpretation materials in the form of leaflets, interpretation boards, banners, posters.
- Work with IT specialist to produce and subsequently update the English Riviera Geopark Website.

2. Administration of ERGO

- Manage the full administration function of ERGO, including coordinating meetings, monitoring and documentation of progress.
- Engage with key players whose actions affect the Geopark, including statutory agencies, the voluntary sector and relevant landowners and businesses.
- Coordinate and assist with the implementation of the English Riviera Geopark Management Plan.
- Liaise with other national, European and global Geopark partners and experts to further develop Geo-educational and interpretation materials including attending 3 international Geopark conferences a year.
- Review existing management plans and work with Devon RIGS to achieve new CGS designation for all proposed sites and maintain a programme of research and monitoring across the geosites
- Present a positive helpful image to the public and to act as representative and "ambassador" for the Geopark as required.
- Assist the ERGO steering committee to ensure that legal, statutory and other relevant provisions governing or affecting the work are complied with.
- Undertake any other duties commensurate with the post as may be required from time to time.



Person Specification of the Geopark Project Officer

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Educated at degree / HND level in a relevant discipline 	<ul style="list-style-type: none"> Geological/Ecological qualification IT qualification First aid at work
EXPERIENCE	<ul style="list-style-type: none"> Work in the conservation sector Project planning, monitoring and evaluation Producing written reports Working with agencies and the local community Running public events and work with school groups Carrying out research 	<ul style="list-style-type: none"> Consultation exercises
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> Knowledge of Geology, Geomorphology and Geography Knowledge of Geodiversity and Biodiversity at local and national level Knowledge of the environmental sector Excellent communication skills, written and verbal An unbiased approach to people and an ability to deal with people of all ages and backgrounds Ability to work on own initiative and to organise and prioritise own work Ability to work with and motivate others Computer and Internet skills including practical experience of Word, Outlook Express, Excel, Powerpoint and Internet Explorer 	<ul style="list-style-type: none"> Knowledge of conservation, wildlife, sustainable development Creative skills
OTHER	<ul style="list-style-type: none"> Current driving licence Flexible approach to working hours Tact and diplomacy Willing to learn Willing to work in all weathers 	