



EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

JOB TITLE: Meadow Makers Trainee

DEPARTMENT: High Weald AONB Partnership, CET

LOCATION: Woodland Enterprise Centre, Flimwell

GRADE: East Sussex Single Status Grade 1

RESPONSIBLE TO: AONB Business Manager

Purpose of the Role:

To help provide support to the Meadow Makers team.

Key tasks:

1. Assist the team by helping to undertake administrative tasks, such as photocopying, processing mail, maintaining filing systems and updating information.
2. Support the team using Microsoft applications such as Outlook, Word, Excel and Teams.
3. Assist the team by helping to undertake land management tasks, such as sowing wildflower seed and clearing scrub, under supervision.
4. Learn to compile, maintain, and use field survey equipment with the support of the Meadow Makers team.
5. Learn to input and process data from databases and spreadsheets or similar, for example maps and field surveys.
6. Help to produce simple correspondence and reports from written documents.
7. Liaise with staff, land managers and other Meadow Maker partners, to assist operational staff in the delivery of services, under supervision.
8. Support the team with communications, for example helping to monitor and helping to post to social media channels, helping to edit web pages, helping with newsletters.
9. Provide support with setting up and delivering events, such as helping to put together event materials and liaising with participants, under supervision.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

JOB TITLE: Meadow Maker Trainee

GRADE: East Sussex Single Status Grade 1

Essential key skills and abilities

These criteria will be assessed at the application and interview stage

- Word processing skills.
- Good verbal communication and listening skills.
- Ability to follow instructions and organise yourself to complete tasks fully and on time.
- Literate with good written communication skills.
- Numerate.
- Ability to check for accuracy and give attention to detail.
- Ability to work in a team.

Desirable key skills and abilities.

These criteria will be assessed at the application and interview stage

- Ability to participate in practical, physical tasks outside.
- Able to converse at ease in accurate spoken English
- Ability to use initiative to think through problems to find solutions.

Essential education and qualifications.

These criteria will be evidenced via certificates, or at interview

- QCF Level 2 English
- QCF Level 2 Maths

For more information on apprenticeships and the training available for this position please visit our [apprenticeship page](#) on our website

Desirable education and qualifications.

These criteria will be evidenced via certificates, or at interview

Not applicable.

Essential knowledge

These criteria will be assessed at the application and interview stage

Not applicable.

Desirable knowledge

These criteria will be assessed at the application and interview stage

- Knowledge of spreadsheets, word processing and databases.
- Knowledge of countryside management

Essential experience

These criteria will be assessed at the application and interview stage

Not applicable.

Desirable experience

These criteria will be assessed at the application and interview stage

Not applicable.

Other essential criteria

These criteria will be assessed at the application and interview stage

- Ability to use own initiative.
- Self-motivated approach to work.
- Good personal organisation skills.
- Commitment to personal development
- Ability to travel to work in a rural area.

Other desirable criteria

These criteria will be assessed at the application and interview stage

Not applicable.

Date (drawn up): February 2021

Name of Officer(s) drawing up person specifications: Gerry Sherwin

Job Evaluation Reference: 12190

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	No
Moving & handling operations	No
Occupational Driving	No
Lone Working	Yes
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No