|  |  |
| --- | --- |
| DWP Bid Unique Identifier | KS2D0D58F9 |
|  |  |
| Job Placement title | AONB Technical Assistant |

|  |
| --- |
| Job Placement summary |
| **Service Area and overview** Growth, Highways & Infrastructure, EnvironmentThe Areas of Outstanding Natural Beauty (AONB) team works with partners to conserve and enhance the landscape and wildlife of both the Suffolk Coast and Heaths AONB and Dedham Vale AONB. The team is involved in a broad range of work including giving grants to community groups, undertaking practical work with volunteers, promoting the work of the team, responding to planning applications and so much more.**Description of work/tasks the placement holder will be doing:*** Using GIS mapping to digitally plot biodiversity and landscape enhancement projects
* Surveying on the ground to support the above task
* Offer project and admin support to officers working on projects such as improving the environment for wildlife
* Contribute to the delivery of team priorities

**This role will be supported by**: primarily Paula Booth, but also supported by other team members who have strengths in the areas of work the placement would cover – e.g. the Countryside Projects Officers, Nature Recovery Officer and AONB Projects Officer.**Other information about the role:**On the job training will be given. Candidates can find out more about the work of the team here: [www.dedhamvalestourvalley.org](http://www.dedhamvalestourvalley.org) and [www.suffolkcoastandheaths.org](http://www.suffolkcoastandheaths.org)  |

|  |  |
| --- | --- |
| Essential skills, experience and qualifications | Minimum A level or equivalent qualification.Confident use of IT and a willingness to learn new skills and to work as part of a team.Driving licence is preferable in order to undertake site surveying.  |
|  |  |
| Job category (DWP use only) | To be completed by DWP only |
|  |  |
| Number of hours per week | 25 |
|  |  |
| Working pattern and contracted hours (including any shift patterns) | Mon – Fri with very occasional weekend or evenings for special events. Condensed hours over fewer days may be possible. A working pattern will be agreed with the successful candidate.  |
|  |  |
| Hourly rate of pay | National Minimum Wage |

|  |
| --- |
| Details of employability support (training opportunities/mentor) |
| To be confirmed but our intention is to use the Suffolk Colleges Kickstart Scheme Development Offer which provides:A mentor session with employer and trainee to explore starting points and training needs. A training needs analysis would also be completed.An English and maths diagnostic for any trainee who does not hold grade C/4 in English and Maths. A one-day course in developing softer skills and getting ready for the workplace. This package would further develop employability and softer skills with an online (face to face where/if possible) package covering the following:* Working as a team
* Personal development
* CV writing
* Interview techniques
* Motivation skills
* English, maths and digital skills development
* Monthly mentor contact to review initial targets, review progress and support on next steps
* One day 1-1 support towards the end of the programme to support readiness for next steps.
* Support to complete a “record of progress” file which will include target review, certification of course attended and feedback on progress.

There may also be the option to gain a level 2 qualification in digital skills via the college.  |

|  |  |
| --- | --- |
| Company name | Suffolk County Council |
|  |  |
| Closing date for applications | Sunday 21 March 2021 |

|  |
| --- |
| Using the table on the next page please provide details for each Job Placement by location. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Employer Job Placement reference (where applicable) | Job Placement location and address (including post code) | Contact details for the Job PlacementNameEmail addressTelephone | How to apply for the Job Placement | Number of Job Placements at location | Maximum number of referrals per Job Placement | Is public transport available? Yes/ No/ Don't know | Anticipated start date/s (if known) |
| SCC005 - Corporate | AONB Office, Dock Lane, Melton (IP12 1PE) or working from home as is current practice | **General queries:**Kickstart@suffolk.gov.uk**Placement manager:**Paula BoothAONB Officerpaula.booth@suffolk.gov.uk01394 445225 | Once SWAP placement has been completed you will be directed to the online application form on Suffolk Jobs Direct | 1 | 5 | Don't know | 6 April 2021 (some flexibility with this) |