

Job description - Finance and partner support officer (PB5)

Job summary

Forestry England have a successful heritage of nature recovery and habitat restoration in Kielder Forest, supported by our National leads, local partnerships, long-term monitoring, and academic research. This project will build on this established heritage in a new, targeted, partnership approach through the Landscape Recovery funding scheme. This new approach to landscape scale land management allows partnerships to work cross boundary and overcome barriers associated with fragmented land ownership. It also supports private landowners and managers to facilitate positive environmental improvements on their land, while allowing for food, fuel and fibre production activities to continue.

The project development period requires the development of six interconnected plans: Project Management & Governance plan, Blended Finance & Business Plan, Monitoring & Evaluation Plan, Land Management Plan, Stakeholder Engagement Plan and an Access Plan.

As Finance and Partner Support Officer (FPSO) you will support the Project Manager in the administrative running of the project development period, and in the development of the Blended Finance and Business Plan, and the Project Management and Governance Plan.

You will work with other team members throughout the development process to ensure that the conditions and requirements of the funding sources are acceptable to landowners, and to develop legal agreements which will underpin the future receipt of funds.

Key responsibilities & accountabilities

- support the project manager and other FE or project partner staff as appropriate in the development of the blended finance model and business plan
- research opportunities for private sector investment, green finance and other grant income
- lead on the preparation and submission of funding applications as identified to be necessary by the developing plan
- support the procurement of financial and legal advice and support services and act as a key contact for external advisors and consultants alongside the project manager
- support project partners to access legal advice in support of project agreements
- provide administrative support to the financial activities of the project (this will include supporting other project staff with procurement, raising purchase orders, processing invoices and financial record keeping)
- support the preparation and submission of project financial claims to DEFRA, including working with project partners to coordinate collection of supporting documentation and evidence
- support partnership working and communication by coordinating meetings, reporting on and distributing meeting minutes and outcomes
- provide administrative support to the project team, including contributing to project reporting and financial tracking
- support research, consideration and application of future sources of funding for the project implementation period
- support development of a blended finance plan and business model during the development phase
- support other team members in the development of other aspects of the project plan as required
- participate in stakeholder engagement and publicity efforts, with especial focus on potential for community fundraising or other income streams

The duties of this post require occasional travel including to remote areas, therefore holding a full UK driving licence would be advantageous. However, Forestry England is willing to consider any proposals put forward by applicants that would allow them to do the job by other means.

And any other task reasonably requested by your line manager.

Location-specific information (optional)

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Skills, knowledge & experience

Essential professional and technical experience

- experience of working to investigate and evaluate novel funding streams and/or business models
- experience working successfully within the development and/or delivery of complex partnership projects to set up new funding streams and/or business models to deliver longer term objectives
- experience of working closely with partners and stakeholders to develop and deliver a novel project (for example, other landowners and managers, and/or community groups)
- familiarity with the land management sectors of farming, nature conservation and forestry and woodland management
- strong organisational skills, including the ability to manage multiple work streams simultaneously
- ability to work effectively within a small team, supporting team members to achieve their best efforts whilst delivering your own key work areas
- competent IT user with experience in MS Office suite of applications

Desirable professional and technical experience

- familiarity with financial management and reporting software and systems

Qualifications

Essential – N/A

Desirable – N/A