

**Rural Development Initiatives Ltd.**

**Job Title: Wildfire Project Officer**

**Job Description & Person Specification**



## **Introduction**

Formed in 2005 as a not-for-profit company limited by guarantee, Rural Development Initiatives Ltd. (RDI) works at the forefront of sustainable rural development across the UK and other parts of the EU in partnership with and under contract to local, regional and national public, private and charitable bodies. RDI delivers a range of training, business development and research projects, details of which can be found at [www.ruraldevelopment.org.uk](http://www.ruraldevelopment.org.uk).

RDI is recognised as the UK's leading provider of wildfire project management solutions, with experience dating back to the company's formation. Our involvement in wildfire includes the following: -

- Provision of secretariat to the English Wildfire Forum
- Project management of a number of wildfire groups
- Provision of wildfire training courses to the land management sector
- Organisation of the biennial UK Wildfire conference
- Involvement in transnational projects

For more information on RDI wildfire project see: -

- [www.ruraldevelopment.org.uk/wildfire](http://www.ruraldevelopment.org.uk/wildfire)
- [www.wildfire2009.org.uk](http://www.wildfire2009.org.uk)
- [www.northwoods.org.uk/fire-group-northumberland](http://www.northwoods.org.uk/fire-group-northumberland)

## **Job Purpose**

To provide project management functions with regard to the full range of companies wildfire activities

## **Job Description**

- To provide secretariat functions for wildfire groups and forums including the organisation of meetings, preparation of reports and taking of minutes
- To support landowners and managers in the preparation of fire plans
- To liaise with project partners with regard to the identification, delivery and monitoring of project activities
- Preparation of feasibility studies, business plans and funding applications relating to wildfire projects
- To work with the training provider in the preparation of training materials
- To assist with the management of budgets and preparation of grant claims
- To be involved in the identification of wildfire project management business development opportunities
- Any other duties commensurate with level of the post

## **Line Management**

The Wildfire Project Officer will be responsible to the Board of Directors of RDI, acting on instructions received from the Director with responsibility for the wildfire portfolio.

## **Person Specification**

The successful candidate will have proven interest, qualifications and/or experience in wildfire management and be able to demonstrate an understanding of solutions leading to the reduction in their occurrence and severity.

In addition, the successful candidate will be able to demonstrate an understanding of the role that the public sector and partnerships plays in supporting the rural economy and environment

## **Essential Criteria**

- Technical knowledge of wildfire management
- Good IT skills
- Good communication and interpersonal skills
- A pro-active, problem-solving attitude
- Driving licence valid in the UK and own transport
- Willingness to regularly travel within the UK

## **Desirable Criteria**

- Project management experience
- Partnership working experience
- Event management experience
- Training experience
- GIS skills
- Qualification and/or experience in a land management or environmental subject
- Current eligibility to work in the UK

## **Benefits**

- Salary Range: £19,000 - £23,500
- Contributory pension scheme
- Group Life Insurance cover

## **Conditions**

- Permanent contract – subject to successful completion of a 6 month probationary period
- Full Time, 37 hours per week
- 20 days annual leave (rising 1 day per year to 25 after 5 years service) plus 8 days Public Holiday
- Mileage allowance paid on business trips @ 40p/mile for the first 10,000 miles; 25p/mile thereafter
- TOIL (time off in lieu) system to enable flexible working

## **Location**

The wildfire project officer may be located at either of the RDI offices at Morpeth, Northumberland, or Ripon, North Yorkshire.

## **Application Procedure**

Carefully read the job description and person specification and consider how your skills and experience would enable you to undertake the role described. Make sure you address each aspect of the person specification in your application.

Once you have done this, send your completed CV (maximum 2 sides A4) and a brief covering letter (maximum 2 sides of A4) by **e-mail only** to [vacancies@ruraldevelopment.org.uk](mailto:vacancies@ruraldevelopment.org.uk). Put your surname, initials, job title and reference number e.g. 'Smith, J – Wildfire Project Officer:' in the 'Subject' box. Please include a telephone number on which you can be contacted.

Please note that we will not consider applications that exceed the stated limits.

All applications **must be received by 12.00 noon on Wednesday 18<sup>th</sup> August 2010**. Applications received after this time will **NOT** be considered.