

**HALTON BOROUGH COUNCIL
NEIGHBOURHOOD SERVICES DIRECTORATE**

JOB DESCRIPTION

Post Title: Community Liaison Officer (Local Nature Reserves)

Department: Neighbourhood Services

Salary: Scale 6

Responsible to: Principal Landscape and Conservation Officer

JOB PURPOSE

To plan and implement an environmental educational programme based on the three designated Local Nature Reserves at Clincton Woods, Oxmoor Woods and Dorchester Park and a potential Local Nature Reserve at Wigg Island Community Park to provide an opportunity for people to improve and understand their local environment.

MAIN DUTIES

1. To devise an educational package in order to develop and promote community use of designated Local Nature Reserves
2. To create and manage an interactive web page for the three Local Nature Reserves to allow full use of current technology
- 3 To work with schools in the classroom and on the reserves to promote the value and relevance of nature in Halton to everyday living.
- 4 To work with other groups and organisations, including practical tasks, to help bring about local community involvement and interest.
5. To organise management advisory boards for each reserve to ensure long term sustainability of the work.
5. To work closely with the Nature Conservation Officer to maximise opportunities and resources.
6. To promote the role of Local Nature Reserves through presentations, displays events and general publicity.
7. To encourage and supervise biological recording to contribute to Biodiversity Action Plan targets and to the Local Record Centre initiative.

8. To document, monitor and evaluate the project in line with funding requirements
9. To control expenditure within agreed budgets to ensure adherence to financial policies and regulations.
10. To undertake any other duties which may be required of the post.

NB It is expected that some evening and weekend working will be required which would be taken as lieu time