



Kent Countryside Access Forum Support Volunteer

Directorate: Growth Environment & Transport

Division: Environment Planning and Enforcement

Location: Invicta House, Maidstone, Kent, ME14 1XX

Required hours: 1 day per week [flexible]

Length of service: Long term commitment

Reporting to: Public Rights of Way and Access Manager

Purpose of the Job

To provide administrative and technical support to the Kent Countryside Access Forum (KCAF). The volunteer will assist the KCAF in managing its activity as a statutory consultative body for countryside access matters.

This is an ideal opportunity for a volunteer with an interest in countryside access, or wishing to pursue a career in countryside access & public rights of way management, to gain insight and experience in this area of work.

Main Duties and Responsibilities

1. Assist in the recruitment of members to the Kent Countryside Access Forum.
2. Manage a diverse workload including the distribution of, and co-ordination of responses to, consultations.
3. Assist the Chair of the KCAF to compile and produce an annual report of the Forum's activity.

4. Maintain effective communication and co-ordination of activity with other Local Access Forums and Natural England.
5. Provide support to KCAF meetings including drawing together and circulating the agenda for meetings, in liaison with the Chair.

Kent Country Council Person Specification

Experience	<ul style="list-style-type: none"> • Experience of dealing with customers and adjusting delivery in line with their needs
Skills & abilities	<ul style="list-style-type: none"> • The skills and abilities to enable and guide volunteers • Excellent written and verbal communication skills • The ability to communicate effectively with people from all walks of life and levels of authority • The skill and ability to write reports • The ability to use MS Word and Excel programs.
Knowledge	<ul style="list-style-type: none"> • An interest and or knowledge of countryside access matters and legislation

How to Apply

Please email a CV and covering letter detailing which skills as listed above you will bring to the role to Graham.Rusling@kent.gov.uk or by post to: Graham Rusling, 1st Floor, Invicta House, Maidstone, Kent, ME14 1XX by the deadline of 30th of October 2016

Informal interviews will be held in Maidstone.