

Job Profile

Grade 6

JE_ID 40135

Local Nature Recovery Assistant

Date created: July 2026

About the Job

As the Local Nature Recovery Assistant, you will support the Local Nature Recovery Officer (LNRO) on the day-day delivery of the Local Nature Recovery Strategy by identifying and facilitating a portfolio of projects that will contribute to significant nature recovery within Gloucestershire for the benefit of biodiversity and people. You will assist in engaging with colleagues and external stakeholders including NGOs, farmers, private landowners and other conservation bodies central to delivering outcomes for nature recovery in Gloucestershire. You will also help oversee the award of grant-aid and support for emerging nature recovery initiatives, and ongoing project monitoring, reporting and communications.

This is what we need you to do...

- Assist the LNRO in co-ordinating the identification and development of a pipeline of strategic nature recovery projects that will help deliver landscape scale habitat conservation, restoration and enhancement in accordance with the Gloucestershire Local Nature Recovery Strategy (LNRS).
- Help manage and action the LNRS inbox and act as a key contact for strategic projects and provide advice for basic queries.
- Assist in identifying existing nature recovery funding opportunities such as Biodiversity Net Gain (BNG) or Environmental Land Management schemes to facilitate project delivery.
- Support colleagues to embed the LNRS into policy, plans and decision-making across the Authority.
- Assist the Ecology and Nature Recovery Team in producing a Nature Recovery Action Plan for Gloucestershire.
- Assist with the development of the LNRS engagement and communication strategy, and in producing materials such as newsletter articles and case study write-ups etc. Attendance at promotional events.

Special Conditions

- Very occasional “out of hours” (evening and weekend) working may be required as part of carrying the duties of the post.
- The post holder will be based at Shire Hall, Gloucester or in localities anywhere in the county, as directed.
- The ability to drive is essential as the work will involve visiting sites which are not readily accessible by other means (the post holder will have access to a pool car).

We want to be an employer of choice, attracting and retaining excellent people to work for us, so that we can best serve all of Gloucestershire's diverse communities. Our promise to you is that we will provide an inclusive and supportive working environment that enables you to bring your whole self to work and realise your full potential.

- Assist in developing and using a programme of monitoring and reporting to measure progress in delivering the LNRS.
- Undertake other duties as required, consistent with the responsibility level of the post, as directed by (line manager when confirmed).

Monitoring and ongoing development of outcomes

This post should be regarded as career-orientated and progressive in that, as competency levels are gained over time, self-direction and autonomous practice will increase.

The job profile will be subject to regular review, and the Council reserves its right to amend or add to the accountabilities listed above.

The post holder will have performance reviews, annual performance appraisals, regular one-to-ones with their manager(s).

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The ideal candidate will have...

Qualifications

Essential

- A degree or diploma in environmental management, education or communications and marketing related qualification. Appropriate experience can be substituted for formal qualifications.

Skills

Essential

- Either practical or theoretical knowledge of conservation policy and practice
- Project management support and administration
- Effective communication skills across a variety of different media and in articulating and winning support for action through engaging with a range of stakeholders
- Confident in facilitating partnerships and co-operation between partners
- Ability to represent the Authority at public and other meetings as necessary
- Good time management and the ability to prioritise competing and different workloads
- Competence in IT packages, including Word, Excel, Outlook, MS Teams and GIS (Geographical Information Systems)
- A flexible approach, able to identify and react to opportunities
- Ability to research best practice and use initiative to support development of delivery processes

Experience

Essential

- Work on the development and/or delivery of environmental conservation initiatives
- Writing or processing grant applications
- In report writing
- Experience of project management or support
- Creating communication materials including presentations
- Developing ideas and problem solving

Behavioural attributes

- A positive attitude
- A flexible, efficient, and effective approach to work
- Self-confidence, reliability and the ability to work well as part of a small team
- A team-first approach with a strong sense of supporting the achievement of wider team goals
- An understanding of and committed to Gloucestershire's Employee values and behaviours which are available on our website - our values are Accountability, Integrity, Empowerment, Respect and Excellence

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