Job Description

Job Title	Engagement Officer		
Department	White Cliffs Countryside Partnership		
Location	Council Offices, Whitfield		
Responsible to	Head of Engagement		
Grade	I	**Politically Restricted Post**	Yes ☐ No ☒
Contract Type i.e. Fixed Term Contract/Permanent	Permanent		

JOB PURPOSE

To lead on the implementation of the Thanet Coast and Sandwich Bay SPA Strategic Access Mitigation and Monitoring Strategy (SAMM). To be the first point of contact for visitors to the coast to help them understand and reduce the effects of disturbance on birds. To lead on education and monitoring initiatives to deliver the SAMM.

To help implement the aims and objectives of WCCP and RMCP through the delivery of community outreach programmes and public engagement events across East Kent.

PRINCIPAL ACCOUNTABILITIES

1. Produce annual work plans, monitoring reports, and oversee the implementation of the SAMM.
2. Attend SAMM Steering Group meetings, NNR Steering Group meetings, and others as appropriate.
3. Maintain regular site presence to liaise with visitors, arranging educational, wildlife focused guided walks around the Bay.
4. Undertake community outreach, including visiting schools and providing talks to community groups and stakeholders.
5. Work with partners and stakeholders to promote messages on responsible visiting across a range of media, including the development of interpretation and signage.
6. Liaise with mitigation officers in neighbouring districts, including Birdwise East Kent, to share best practice.

7. Arrange and commission visitor and bird surveys as required.
8. Work with the WCCP Engagement team to develop and deliver engagement programmes across East Kent.
9. Some weekend and evening work will be required
10. Any other reasonable duties that may be required from time to time

We are committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults across our communities. As a local authority, we expect all employees to uphold our safeguarding responsibilities in line with statutory guidance and council policies.

To undertake any other similar and reasonable duties commensurate with the grade and responsibilities of the post that may be required by the Council.

REQUIRED ATTRIBUTES (E = Essential, D = Desirable)	
Knowledge	• Good knowledge of general wildlife (E) • Knowledge and familiarity with coastal habitats and processes and, ideally, the East Kent Coast (E) • Knowledge of Health and Safety/Risk Assessments (E) • Good knowledge of wildlife and other land-based legislation (E) • Good working knowledge of bird ecology and ID (D)
Skills	• Excellent communication skills, including the ability to write reports and deliver presentations (E) • Negotiation, consultation and influencing skills tailored to meet the needs of a wide range of audiences and stakeholders (E) • Outgoing and self-motivated (E) • IT skills in Microsoft Office particularly Word, Excel and Outlook (E) • A full, clean driving licence (E)
Experience	• Experience of engaging with members of the public and leading public facing events (E) • Experience of using written and oral communication skills to present information in an understandable way to a range of audiences including project partners, other staff and members of the public (E) • Experience of wildlife monitoring and recording (D) • Experience in producing interpretation and publicity (D) • Experience of working in the sustainable access and mitigation field (D)

Qualifications	• Degree or equivalent in a related subject or a minimum of three years relevant experience at a similar level (E) • Membership of a relevant professional body (D)
JOB DIMENSIONS	
Annual budgetary amounts - State if impact is direct or indirect	N/A
Number of staff reporting to the job holder - Specify direct and indirect reports	N/A
Any other relevant statistics	N/A

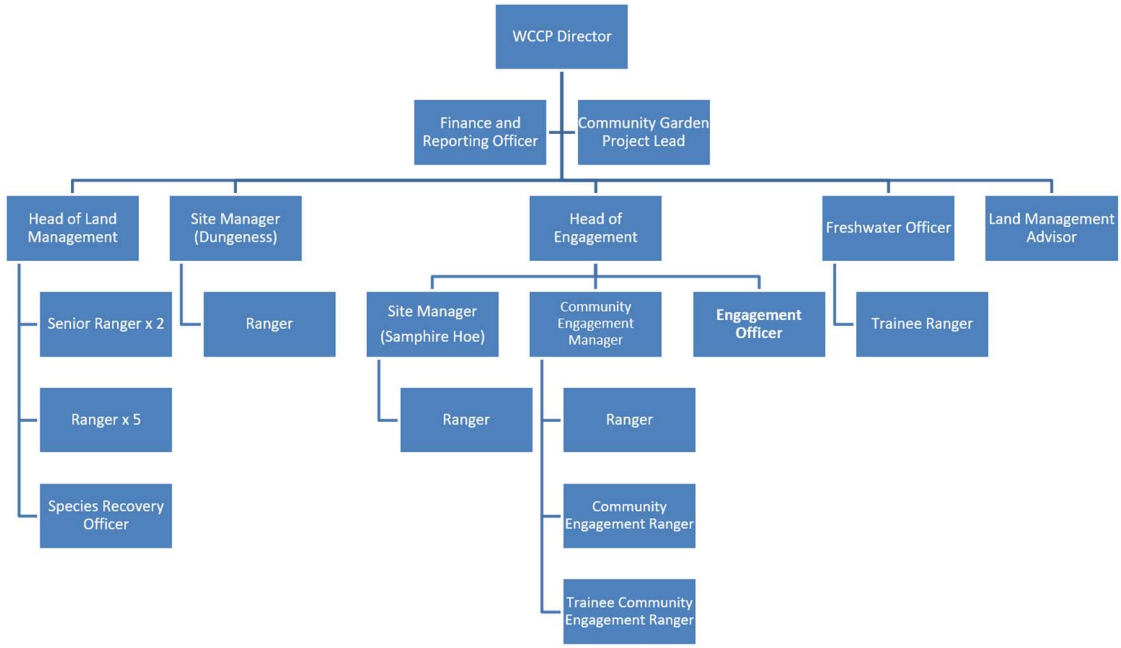
NATURE OF CONTACTS	
Internal	The post holder support service delivery which will include regular contact with: • RMCP and WCCP staff • RMCP and WCCP volunteers • DDC Planning Policy team
External	The post holder will support service delivery which will include regular contact with: • Members of the Public • Stakeholders, including staff from partner organisations

WORKING ENVIRONMENT CONTEXT

The post-holder will be required to be on site, on foot, in all weathers, with regular lone working.

Some weekend and evening working will be required.

ORGANISATION CHART



CHECKS AND DRIVING LICENCE REQUIREMNTS

DBS Required	Basic Yes ☐ No ☒ Standard Yes ☐ No ☒ Enhanced Yes ☒ No ☐		
BPSS Check	Yes ☐ No ☒	**Role involve HAVs working?**	Yes ☐ No ☒
Driving Own Vehicle for Work	Yes ☒ No ☐	**Will require business insurance** Yes ☒ No ☐	
Driving Council Vehicle for Work	Yes ☒ No ☐	**Required to hold an Automatic license** No **Required to hold a Manual license** Yes	

		Passed prior to 01/01/1997 No **Passed after 01/01/1997** No **Required to drive with a trailer** No

JOB DESCRIPTION SIGN-OFF	
Completed by	Richard Haynes, 18 November 2026