

# Job Description

**Job Title:** Local Nature Recovery Strategy Project Officer, Cumbria Local Nature Partnership

**Weekly Hours:** 35

Home based with hot-desking available at one of the Trust's offices at Plumgarths, Crook Road, Kendal, LA8 8LX or Gosling Sike, Carlisle, CA3 0LD.

**Based At:** Frequent travel across Cumbria will be required for in-person meetings and events. Due to the nature of the role, the post holder will be required to undertake occasional evening and weekend work for which *time off in lieu* is available through the Trust's flexi-time arrangements.

**Reports To:** Manager, Cumbria Local Nature Partnership and the CLNP Board.

**Responsible for:** Project and contractor management  
Budgets for small projects / events (up to £10,000)  
Event management  
Managing relationships across a 'virtual' cross-sector team

## Job Purpose:

This role offers an exciting opportunity to play a central role in delivering and coordinating action for nature in Cumbria. You'll be working with a range of stakeholders and creating the resources and networks to facilitate transition from development of [Cumbria's Local Nature Recovery Strategy](#) to delivery of on-the-ground action for nature and communities, helping to embed the strategy across partnerships, organisations and sectors.

[Cumbria's Local Nature Recovery Strategy](#) (LNRS) was published in November 2025 after a collaborative process (led by Westmorland & Furness Council as the responsible authority) brought together stakeholders from across the county. The LNRS sets out strategic priorities for nature recovery and identifies and maps areas where actions, known as potential measures, can have the biggest positive impact for nature, the environment, and communities.

[Cumbria Local Nature Partnership](#) (CLNP) is the only nature partnership which represents and works across the whole of Cumbria; acting as a hub for nature – focused strategy and action. It was officially recognised and confirmed by Government in 2012 (under the Natural Environment White Paper 2011) with the purpose of acting as the "prominent and unified voice for the natural environment in Cumbria" and "to foster the development of a strategic natural environment framework for the county". The Partnership is made up of a wide range of organisations who have an interest in or responsibility for nature recovery, including: statutory agencies, environmental organisations, local

authorities, protected landscapes, representatives of farming and landowning interests, research and educational institutions, businesses, voluntary organisations, and community groups.

### **Special Features of the Role:**

This role will provide a key link between Westmorland and Furness Council as the LNRS responsible authority and Cumbria Local Nature Partnership as a delivery partnership. It's a unique opportunity to play a central role in locally led nature-recovery and the Project Officer will work as part of, and closely with, a 'virtual' team made up of individuals from partner organisations, the LNRS responsible and supporting authorities, and Cumbria Biodiversity Data Centre. A collaborative and flexible approach and strong communication skills will be required to maintain engagement and effective partnership working across organisations and sectors. The role is mainly home-based with regular travel to meetings and events working with geographically dispersed colleagues hosted by different organisations across Cumbria. An interest in nature and the environment, a strong motivation to make a difference in Cumbria, and an ability to work independently with a high level of autonomy is important.

### **Main Responsibilities and Accountabilities:**

#### **1 Local Nature Recovery**

- Plan, coordinate, deliver, and record CLNP activity related to the transition from LNRS development to delivery to support the responsible authority in executing LNRS statutory functions.
- Drive and coordinate activity and events to support organisations, land managers, and community groups to embed LNRS in their work and decision-making processes.
- Convene and facilitate the CLNP working and thematic sub-groups to drive partnership working for nature recovery.
- With the CLNP Board, Manager, and working and thematic sub-groups identify opportunities for project development and carry out associated research, coordination, and administration to drive cross-partnership action.
- Manage and maintain co-working platforms including Teams Channels and shared documents to enable effective Partnership working through working and thematic sub-groups and set up new platforms and documents when required.
- Prepare reports, data, briefing papers, and other documents for the CLNP Board, working and thematic sub-groups.
- Support the production of a pipeline of potential and investible nature recovery projects that deliver against the LNRS.

#### **2 Communications and promotional activity**

- Plan, manage and coordinate events (e.g. talks, blogs, seminars, webinars, conferences etc) to raise awareness of the LNRS and help to embed it into local decision making across sectors.
- Produce, and support the production of, resources and materials to raise awareness of the LNRS and that support organisations and individuals to take action for nature.
- Identify opportunities to engage new stakeholders and seek to develop new cross-sector relationships.

- Facilitate delivery of the people taking action for nature priorities within the LNRS by working with a range of stakeholders and supporting the Cumbria People and Nature Network and Steering Group with guidance, administration, and communication aligned to LNRS delivery.
- Represent CLNP and LNRS at a range of local events and meetings in different roles e.g participant, facilitator, speaker as required.
- Facilitate knowledge-sharing and networking opportunities to increase collaborative action for nature and LNRS delivery.
- Develop and maintain a good awareness of nature and environment related issues, policies, and opportunities at a local and national level.

### **3 Data, Evidence, and Reporting**

- Monitor and report on activity undertaken to support the transition to delivery including resources produced, outputs from working groups and meetings, and stakeholders engaged and supported.
- Work closely with CBDC and the responsible authority to co-produce and analyse data related to the LNRS and nature recovery.
- Analyse, and produce reports and briefing papers based on, a wide range of data sources e.g. consultation responses, stakeholder information, research, ecological and spatial data to inform gap analysis and pipeline project development.
- Manage and maintain co-working platforms including Teams Channels and shared documents to enable effective use and sharing of data and evidence.
- Produce data and evidence project scope documents and maintain a list of projects in progress and development.
- Support CBDC to increase the quality and quantity of biodiversity records for the county including supporting data collection from community groups and individuals.
- Identify new and emerging sources of data and opportunities for greater collaboration around collecting species and habitat data.

### **4 Other**

- Build strong relationships across organisations and work pro-actively with internal and external partners.
- Work collaboratively across organisations, seeking opportunities to support and instigate new activity for nature and environmental outcomes related to the LNRS
- Manage activity to timescales, budget and value for money.
- Seek out examples of good practice elsewhere and engage with other organisations to learn and share information.
- Assist the CLNP Manager with the preparation, management and monitoring of discrete project budgets and reporting, for example for events and communication resources (circa income/expenditure of £10,000)
- Take responsibility for continuing personal professional development and training.
- Any other duties for the CLNP as required within the scope of the grade and role.

All tasks and responsibilities to be carried out in accordance with the Trust's policies and procedures.

**Date:** June 2026

## Person Specification

### Role: Local Nature Recovery Strategy Project Officer

#### 1. Qualifications & Experience

The post holder will have the following knowledge and skills:

		Essential	Desirable
1.	A qualification and/or relevant experience in a relevant subject or similar role.	•	
2.	Experience of working with, and influencing, cross-sector stakeholders and teams	•	
3.	Experience of tailoring communications to a range of different audiences and producing a range of communication and engagement resources	•	
4.	Experience of analysing, interpreting, and using different sources of information and data to produce concise summaries and reports to support decision making	•	
5.	Experience of organising, running, and administering online and in-person meetings of different scales	•	
6.	Experience of organising and running in-person and online events of different scales for a range of audiences	•	
7.	Experience of managing small projects to time and budget	•	
8.	Experience of managing shared documents and platforms e.g. Teams Channels / Sharepoint sites (or similar) for cross-organisational stakeholders		•
9.	Experience of using data and evidence to undertake gap analysis and support decision making		•
10.	Experience of supporting the development of nature recovery or environmental projects		•

#### 2. Knowledge & Skills

The post holder will have the following knowledge and skills:

		Essential	Desirable
1.	Excellent project management, organisational, and time management skills and the ability to manage multiple pieces of work to varying deadlines.	•	
2.	Excellent verbal and written communication skills and an ability to communicate with different audiences using a range of communication channels	•	
3.	Excellent IT, organisational, and administrative skills	•	
4.	Good knowledge of Cumbria, its Local Nature Recovery Strategy and nature-related issues and opportunities in Cumbria	•	
5.	Ability to produce marketing and communications using website CMS, e-newsletter software e.g. MailChimp, and design platforms e.g. Canva	•	
6.	Ability to work flexibly as a member of multiple teams and with a diverse range of people including members of the public, and stakeholders at all levels of public, private, and voluntary sector organisations	•	
7.	Understanding of biodiversity data and spatial mapping including use of GIS		•

8.	Ability to identify shared values and common points of interest across different stakeholder groups and influence / drive collective action		•
9.	An understanding of nature related policies and strategies locally and nationally.		•

### 3. Personal Qualities

The post holder should possess the following:

		Essential	Desirable
1.	Ability to maintain high levels of enthusiasm and self-motivation and inspire/influence others	•	
2.	A strong interest in Cumbrian wildlife and the natural environment	•	
3.	Ability to work independently with a high level of autonomy, and also flexibly as a member of multiple teams with a diverse range of people	•	
4.	Well organised and practical; solutions-focussed	•	
5.	Full UK driving licence and access to a vehicle or an ability to travel around Cumbria independently.	•	
6.	Approachable and friendly manner	•	