

**JOB DESCRIPTION: POLICY OFFICER**

Location:	Banovallum House, Horncastle
Responsible to:	Nature Partnership Manager
Responsible for:	Potentially responsible for volunteers and contracts
Job purpose:	To be an advocate for the GLNP, embedding the importance of nature into tourism and health policy and practices

**Key tasks:**

- A. To deliver the priorities of the GLNP by acting as an advocate, taking a natural capital approach and ensuring that nature is embedded into policies, strategies and objectives.
- B. To influence tourism policy and practices so that nature is considered part of the visitor economy and supported in a similar way.
- C. To influence health policy and practices towards outcomes recognising the benefits of the natural environment.
- D. To facilitate the development of future plans and strategies for the GLNP.
- E. To promote the GLNP through writing publications and websites plus attending meetings and other mechanisms where appropriate.
- F. To monitor and prepare reports, including reporting regularly to the Steering Group and Partners.
- G. To provide the secretariat for working groups where relevant.
- H. To comply with the Trust's General Policy on Health and Safety and in accordance with specific policies and codes of practice for sites, risk assessments, procedures and best practice as amended from time to time.
- I. In addition to normal duties, employees may be required to undertake other reasonable duties from time to time.