

Context statement

To accompany job description and person specification when required

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Job title: World Heritage Officer

Directorate/Service/Team: Place/ Planning/ Environmental Partnerships & Policy Team: Dorset Coast Forum Team

Organisation Structure

Reporting to: Principal Officer – World Heritage

Responsibility for:

The World Heritage Officer, as part of the Dorset Coast Forum, is responsible for creating and updating the official Jurassic Coast website and supporting all areas of work relating to the World Heritage Site. The DCF team is situated in County Hall, Dorchester and is part of a dynamic group of teams making up the Environment Policy & Partnerships Team (EPPT). The EPPT, along with other specialist environmental teams, sit within Planning Services in the wider Place Directorate.

A flexible working arrangement is in place to allow for home working and office-based working with a team office day held twice a week at County Hall.

Context of Work

The Dorset Coast Forum team is part of a dynamic group of Teams making up the Environment, Policy & Partnerships Team (EPPT).

The EPPT sits within Planning and provides specialist environmental advisory services. It is made up of six teams including the:

1. Natural Environment Team
2. Historic Environment Team
3. Environment Mitigation Delivery Team
4. Dorset Coast Forum
5. Dorset Heaths Partnership
6. Litter Free Dorset

The Dorset Coast Forum (DCF) is an independent strategic coastal partnership, which focuses on the long term, broad-scale issues facing the Dorset coast and its inshore waters. The overriding aim of the Forum is to promote a sustainable approach to the management, use and development of Dorset's coastal zone to ensure that its inherent natural and cultural qualities are maintained and enhanced for the benefit of future generations. Established in 1995, DCF has a strong network of over 270 member organisations. Effective in working in partnership to deliver social, economic and environmental benefits to the Dorset coast, from Lyme Regis to Christchurch. DCF members are from the public, charity and private sectors including local authorities, fishing representatives, commercial businesses, environmental, recreational, historical, maritime, business and tourism sectors.

The Dorset Coast Forum:



- Provides opportunities for dialogue and encourages cooperation and consensus between the different interests and users of Dorset's coast
- Provides access to and advice on up to date coastal and maritime information and data
- Raises awareness of the value of the Dorset coast in terms of enjoyment, environment and economy
- Develops key projects for the improvement, enhancement and management of the coast and inshore waters
- Hosts the Principal Officer for World Heritage who works on behalf of Dorset Council and Devon County Council.
- Dorset Council and Devon County Council:
 - Are key responsibility holders who oversee WHS management decision-making and co-ordinate the governance, protection, and conservation of the Jurassic Coast.
 - Play an *essential* role in the implementation of the World Heritage Convention on the Jurassic Coast, ensuring the UNESCO World Heritage designation is maintained and continues to benefit local communities and visitors.
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 - support and facilitate the co-creation of a World Heritage Site management plan (partnership plan)
 - Maintain a network of stakeholder relationships in support of WHS management
 - Support stakeholder delivery of management plan aims and objectives with expertise and advise about the WHS
 - Lead on delivering certain management plan objectives.
 - Undertake monitoring of the WHS and liaise with partners and DCMS to provide essential reports to UNESCO.
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The purpose of the post is to:

1. Be first point of contact for World Heritage enquiries - dealing effectively with incoming enquiries from the public and external organisations.
2. Coordinate and input into the delivery of a range of digital resources to promote the Jurassic Coast to the public and key stakeholders – including new website for the site and social media site.
3. Assist with the development of resources which promote key messages of the Jurassic Coast to target audiences.
4. Support the development and delivery of World Heritage projects including research and writing reports, in agreement with the Principal Officer.
5. Support the coordination of the review of the World Heritage Management Plan
6. Coordinate delivery of public engagement, stakeholder workshops etc in relation to the World Heritage work program.
7. Lead on communications in relation to the work delivered by World Heritage e.g. press releases and providing information to the DC comms team.
8. Help with research and putting together any funding bids.
9. Assist in maintaining monitoring records of the WHS and in producing condition assessments and reports.
10. Provide support to the work of World Heritage working with the Principal Officer – World Heritage.

Key skills for the role:

- Earth science degree or relevant degree
- Excellent written and verbal communication skills – delivering projects and presentations
- Experience in digital comms, database management, website design and heritage interpretation
- Experience in delivering public engagement events
- 'Strong partnership working skills, with experience in building and maintaining effective relationships across organisations and stakeholder groups
- Familiarity with the Dorset and East Devon Coast and its Earth heritage features would be preferable
- Ability to manage multiple tasks and projects simultaneously, with a proven track record of planning effectively and delivering to a variety of deadlines

Context statement prepared by:			
Principal Officer – World Heritage	Sam Scriven	Date	09/09/2025