

FAREHAM BOROUGH COUNCIL

Our
values



JOB TITLE: Holly Hill Rediscovered Project Officer
SALARY: £14,539 - £16,090 (based on 15 hours per week)
CONTRACT: Fixed Term until 30 April 2030

What is the role?

You will support the Director of Streetscene by taking the lead in delivering the Holly Hill Rediscovered regeneration project, working with the appointed design team and the Council's internal project team. The role will be based at Council Depot in Broadcut, Fareham and you will be required to travel to other locations in the Borough for consultation and engagement including site visits to Holly Hill Woodland Park. You will report to the Public Spaces Operations Manager.

Specifically, you will:

- Assist with delivering engagement and consultation activities for the Holly Hill project
- Ensure the efficient capture and retrieval of complete and accurate project records
- Be the principal day to day link between the Council and the appointed design team
- Carry out periodic monitoring and reporting of the Holly Hill project including reporting to the National Lottery Heritage Fund (NLHF) against agreed and documented time and budget targets while ensuring appropriate quality standards are maintained
- Assist in the design and management of the Holly Hill project webpages to ensure residents and businesses in Fareham have access to up to date information
- Assist with Economic Development, Leisure and Community and Communications initiatives for the project
- Co-ordinate an ongoing programme of internal and external meetings and events
- Ensure that the complete and checked project archive is delivered to the Director of Streetscene at the completion of the detailed design phase

You will have an understanding of, or interest in, landscape, ecology regeneration and place making and working with businesses, elected Members of the Council, communities and residents to promote the project proposals, and provide support across the Council to help deliver the project for the successful regeneration of Holly Hill Woodland Park.

It is important to us that you have:

- A passion for place making and creating great places for people to live, work and visit
- The ability to think creatively to help provide solutions to problems
- Excellent communication and analytical skills
- Budget monitoring and administration skills
- The ability to build valuable relationships with both internal and external customers, and the ability to deal with customers and colleagues in a helpful and polite manner
- Enthusiasm and drive to move projects forward and see them through to completion
- The ability to proactively prioritise and manage your workload
- Good ICT skills including website management
- Political Awareness

- A sense of pride and determination to do a good job
- A customer orientated approach
- A full driving license and access to a suitable means of mobility
- Have good knowledge of project delivery, ideally related to landscape design or public realm

It is desirable to us that you have:

- Experience of delivering National Lottery funded projects

Last Updated: August 2026

Our policy is to make adaptations for those who have substantial and long-term disabilities. If you need an adaptation to carry out any of the above, please let us know.