

**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **POST TITLE:** |  | **Community Woodland Creation Officer (£23,369) LC1 Pt 16** | **The job is based at:**  The Sherwood Forest Trust  Units 5/6 Church Farm  Mansfield Road  Edwinstowe  Nottinghamshire  NG21 9NJ. |
| **RESPONSIBLE TO:** |  | **CONSERVATION MANAGER**  **Fixed term contract until 31.3.23 with potential extension until 31.3.25 (subject to funding).**  **37 hours per week, full time. Flexible working with occasional ‘out of hours’ work required, eg: at weekend events. NEST pension option.** |

**JOB PURPOSE**

To assist in the development and delivery of the Trees for Climate (TfC) tree planting and woodland creation programme.

To be responsible for delivering the outputs and outcomes as agreed in the Annual Work Programme with the Trees for Climate Project Manager.

To liaise with partner land managers and owners from relevant land use sectors encouraging their participation and engagement in tree planting, woodland creation and related habitat restoration.

To provide appropriate advice to the Conservation Manager, local landowners, land managers and community groups.

To manage delegated contracts and consultants and support the development and delivery of partnership projects with other local organisations.

To manage a range of community focussed tree planting and woodland outreach projects.

**JOB CONTEXT**

This post is funded through the Trees for Climate (TfC) programme, in which the Trust is working in partnership with the Greenwood Community Forest (Nottinghamshire County Council), who will act as the lead agency.

You will be based in Edwinstowe, but may be required to work at home if necessary and to travel out to sites within the county.

You will be a positive and ‘can do’ person with a keen interest in tree planting and woodland creation for climate, conservation and nature.

You will enjoy liaising with people at various different levels, from professionals to community volunteers and local school children.

**KEY RESPONSIBILITIES:**

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | To support the strategic design, planning and practical delivery of tree planting and woodland landscapes as developed within the Trees for Climate project. |  |  |
| **2.** | To build and strengthen the ‘partner’ network of contacts amongst local landowners and land managers, local authorities, community organisations in respect of tree planting schemes. |  |  |
| **3.** | To support any assigned contracts relating to tree planting and woodland creation, either by direct work or via contractors. |  |  |
| **4.** | To report into and accept direction from the NCC TfC Project Manager, liaise with and support Greenwood colleagues in all aspects of the TfC project. |  |  |
| **5.** | To provide advice to the Conservation Manager and Chief Executive on matters concerning the tree planting and woodland creation related aspects of the TfC project. |  |  |
| **6.** | To help manage a pipeline of woodland creation projects from application to delivery via delegated budgets and ensure that projects stay within costs and agreed time deadlines. |  |  |
| **7.** | To assist with the preparation of the TfC project evaluation plan, and to produce reports, both written and verbal, on its progress and outcomes. |  |  |
| **8.**  **10.**  **11.** | To manage volunteers engaged on TfC tree planting projects, including devising role descriptions, verification of timesheets, etc.  To encourage greater access for all individuals and organisations to enjoy the benefits of the environment through the TfC project  To represent TfC at meetings and fora as required. |  |  |
| **12.**  **13.** | To keep abreast of issues relevant to the TfC programme as it impacts on the conservation and voluntary sector.  To ensure that all Health & Safety, Risk Assessments and other procedures for all tree planting events and projects are clearly defined, planned, carried out and documented. |  |  |
| **14.**  **15.** | To abide by the policies of the Sherwood Forest Trust with regards Equalities, Safeguarding and Health & Safety.  To undertake any other duties as may reasonably be requested of a post of this level, responsibility and grade. |  |  |

**PERSON SPECIFICATION CHARACTERISTICS**

**ESSENTIAL**

* Qualified to HND / degree level in a relevant subject, such ecology or a forestry related field.
* Clear communication skills, able to communicate and engage confidently with a diverse range of people, from woodland professionals, contractors and landowners to volunteers and members of the general public.
* A professional approach, able to demonstrate good planning and organisational skills including time management and the ability to prioritise.
* Be inspiring and passionate about tree planting and woodland creation and keen to share and promote the mission of the Sherwood Forest Trust.
* Be safety aware and have possession of, or willingness to train for, a First Aid at Work Certificate.
* Experience leading or managing community volunteers.
* Confident to use GIS and map-based software.
* Clean driving licence.
* Committed to the principles of Equality and Inclusion, and engaging communities with nature and greenspace.

**DESIRABLE**

* Experience of delivering grant funded projects.
* Ability and experience of successfully delivering a pipeline of tree planting and woodland creation projects, within agreed budgets, timescales and partnership agreements
* A good working understanding and knowledge of all aspects of tree planting from sourcing through to aftercare management practices.
* Woodland knowledge, sufficient to identify and understand the options of tree planting and woodland creation in a range of habitats and settings, eg: new woodlands, TOW, PAWS, agro-forestry, wood pasture
* Experience of applying for felling and other licences.

**ADDITIONAL NOTES:**

**Travel & Transport**

The post will involve site visits across the county. Own transport is required, for which a mileage allowance will be paid. There may, on occasions, be a need to tow a trailer/ drive a minibus.

**Mobility & Fitness**

The post will involve a fair amount of outdoor work on countryside as well as suburban sites and a reasonable level of physical fitness is required.

**DBS Checks**

The post will involve working with community groups including elderly people, vulnerable adults, and under 16s. For this reason, an appropriate DBS check will be required. Postholders should be willing to undergo a DBS check.

**IT Support**

Laptops and other equipment will be supplied to enable home and on site working.

**CEO**

**6.9.21**