

# GIFFORD COMMUNITY LAND COMPANY

## Project Manager Job Description and Person Specification

### Overview:

Gifford Community Land Company (GCLC) is entering the next exciting stage of its evolution.

GCLC is a charity that has been formed to secure and develop 55 acres of Plantation on an Ancient Woodland Sites (PAWS) and Native Woodland, which forms the northern boundary to the historic village of Gifford in East Lothian.

The charity has secured funding from the Scottish Land Fund to purchase the Speedy and Fawn Woods and is now looking to engage a Project Manager who will support the Board of Trustees to develop and implement a three-year plan for the future of the woodland.

### The Role:

The Trustees GCLC are looking to engage an enthusiastic and proactive self-employed Project Manager on an initial 12-month fixed-term contract, renewable annually. A fee in the region of £15,000 p.a. will be paid for delivery of the approved works.

The role will report in to the Board through a specified Trustee. The role is primarily based in Gifford, although there are opportunities for the post holder to work from home as required for elements of the accountabilities.

The successful applicant will be expected to hold appropriate PVG Registration as defined by the Board of Trustees, with regard to suitability to work with children and vulnerable adults.

Hours of Work are flexible, but based on an annual contract of 725 hours per annum. Actual working hours will be driven by the type of activities being undertaken at different times of the year and the programme of work that has been agreed in consultation with the Board. This will include some evening work for Board/ Management meetings and occasional weekend work, eg on Volunteer days

The role will develop over time, but the initial key areas of focus will be related to the development of a three-year plan of activities that reflects both the GCLC Business Plan and the outputs of the Scottish Land Fund application; the active management and conservation of the existing woodland; the development of designated areas of the woodland and the engagement of, and support to, individual and groups of volunteers in prescribed activities.

### Accountabilities:

- Delivering, in agreement with and on behalf of the GCLC's Board of Trustees, all operational and managerial activities for the woodland.
- Advising the trustees on all aspects of management of the site, including health and safety, habitat management, protection of trees from rodents and mammals etc.
- Working within an allocated budget, and contributing to the future development of financial plans for the ongoing development of the woods.

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**Gifford Community Land Company is a Registered Charity. Charity No. SC047069**  
**Company Number: SC299711**

Registered Office: Highwood, Tweeddale Avenue, Gifford, Haddington, East Lothian, EH41 4QN

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- Reporting to the GCLC Board of Trustees on a quarterly basis and preparing reports to the SLF and any other donors within the timelines set out in the conditions of any awards.
- Engaging individuals and groups of volunteers in a range of tasks and activities that will develop and promote the woodland for the benefit of the local community.
- Engaging local schools, residents and community groups in a programme of conservation and educational activities within, or relating to, the woodland.
- Supervising and training volunteers to work on operational aspects of the woodland, including tree planting, ground clearance, path maintenance, fence and wall maintenance etc.
- Organising training with external organisations, for example woodland maintenance or appropriate chainsaw training.
- Liaising, as appropriate, with other relevant agencies and individuals including, for example, FCS, SEPA, local council, neighbouring landowners etc.
- Liaising, as appropriate, with any other paid or contracted staff, to ensure a coordinated approach to GCLC activities,
- Developing and implementing aspects of the fundraising strategy and activities in conjunction with the trustees and volunteers, including the identification of new funding opportunities and assisting with writing funding bids.

The exact nature of the role, and tasks to be carried out, will be kept under review by the trustees and may change over time. It is anticipated that there will be considerable seasonal variation in the focus given to different aspects of the role

## **Person Specification**

The Board of Trustees is looking for a self-employed individual that possesses all elements of the essential criteria and any of the desirable criteria.

## **Essential Skills and Experience:**

- Sound knowledge of woodland management and/or related environmental areas
- An experienced project manager with demonstrable drive and self-motivation.
- Proven experience of engaging local communities, individuals and groups of volunteers to get involved in similar programmes.
- Strong interpersonal skills with a wide range of stakeholders, particularly across the widest of age ranges.
- Experienced at working with Boards of Trustees to deliver the objectives of the organisation.
- Experienced in the measurement and reporting of similar types of activities to the Board of Trustees and grant makers.
- Experience of working with organisations to fulfil their Corporate Social Responsibility goals
- Experienced in the use of Microsoft Office tools.
- Current driving licence

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## Desirable:

- Ability to demonstrate experience of writing successful funding applications.
- Possession of relevant operational qualifications such as chain saw operation, First Aid, risk assessment etc.
- Landscape planning experience.

## Applications by 24/02/2017 to:

John Wrinn  
GCLC Chair  
Highwood,  
Tweeddale Avenue  
Gifford  
East Lothian  
EH414QN

[John.wrinn@btinternet.com](mailto:John.wrinn@btinternet.com)

All applicant must include a CV and a covering letter, explaining how they meet the person specification what they will bring to the post.

Further Info 07710 480127

Also <http://giffordcommunitywoods.blogspot.co.uk/>

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