

<b>Job Title</b>	Project Support Co-ordinator – <i>Making Local Woods Work</i>
<b>Location</b>	Woodstock, Oxfordshire
<b>Reporting to</b>	Project Manager
<b>Responsible for</b>	n/a
<b>Salary Band</b>	£15,000 to £25,000 (Salary range £21,000 to £24,000)
<b>Line reports</b>	None.
<b>Key relationships</b>	<i>Making Local Woods Work</i> Steering Group, Plunkett Foundation team, Big Lottery Fund, evaluation research team.

**Job Purpose**

A fixed-term, one year full-time position (we are open to suggestions for part-time working by suitable candidates) supporting the management and delivery of the *Making Local Woods Work* project, funded by the Big Lottery Fund. This includes playing a role in administering advisory support to beneficiary groups, assisting with event organisation, overseeing evaluation research, and communication with the project team at the Plunkett Foundation and with external partners.

**About Us**

***Making Local Woods Work***

The *Making Local Woods Work* project has the aim of growing the woodland social enterprise sector across the UK through:

- Supporting the development of 50 woodland social enterprises through high quality advice.
- Delivering training, knowledge-sharing and networking events, and develop tools, resources and research to help the overall sector develop.
- Leading an awareness raising campaign through online presence, marketing, press and policy engagement, and research.

We define woodland social enterprise broadly as an organisation that seeks to achieve primarily social, and sometimes also environmental, objectives through diverse activities including generating income from the resources and opportunities provided by trees, woods and forests.

The vision of *Making Local Woods Work* is to help people achieve great things through social enterprise in their local woodlands. Many woodland spaces in the UK are currently underused, meaning many communities across the UK miss out on the benefits of using them. We are supporting community-focused social enterprises across the UK to improve woodlands so that they become places of employment, enterprise, leisure, education and healthy living. To find out more about the project please see the website <https://makinglocalwoodswork.org/>

The Plunkett Foundation helps communities to take control of their challenges and overcome them together. We support people, predominantly in rural areas, to set up and run life-changing community co-operatives; enterprises that are owned and run democratically by large numbers of people in their community. They help people to tackle a range of issues, from isolation and loneliness to poverty, and come in many forms including shops, cafes, pubs and land-based initiatives, and everything in between.

Our core values are the values of the great Irish co-operative pioneer, Sir Horace Plunkett, who founded the Plunkett Foundation in 1919. He believed that rural communities didn't have to wait for someone else to make life better for them; they had the potential to do it themselves – with a little help. His values are embedded in the heart of what we do:

- We seek economic solutions to create social change
- We seek solutions that enrich rural community life
- We see self-help as the most effective way to tackle rural needs

### Principal Accountabilities

Provide operational support to the project manager to ensure overall delivery of *Making Local Woods Work* including the administration of a range of support services for participating enterprises.

Be a point of contact for *Making Local Woods Work* whether this is by phone, email or through the website and to actively action the queries whenever possible.

Proactively maintain communication links with the participating enterprises, and contribute to the project's communications efforts (including social media).

Support organisation and delivery of networking and training events for woodland social enterprises and other relevant stakeholders.

Support reporting to the Big Lottery Fund.

Support the management of the external research evaluation team that will review project impact against agreed project indicators.

To assist with appropriate monitoring against budgets, milestones and implementation plans.

<b>Job Title</b>	Project Officer - <i>Making Local Woods Work</i>
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	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<p>At least one year's direct experience in project co-ordination and administration.</p> <p>Experience in working both independently and in a team-oriented, collaborative environment.</p> <p>Experience of using common IT packages including word processors and spreadsheets.</p>	<p>Experience working within the forestry &amp; woodlands and/or social enterprise sectors.</p> <p>Experience of managing budgets.</p>
<b>Qualifications</b>	Educated to degree level or qualified by equivalent experience.	Qualification in forestry or similar environmental profession.
<b>Knowledge</b>	<p>Knowledge and understanding of UK social enterprise sector.</p> <p>Knowledge and understanding of woodland management in Britain.</p> <p>Knowledge and understanding of current processes and trends of social media.</p> <p>Knowledge and understanding of good</p>	

	practice in project management.	
<b>Skills</b>	<p>Can effectively manage a diverse workload, adapting to shifting priorities, demands, and timelines.</p> <p>Highly organised and efficient.</p> <p>Creative and able to work from their own initiative.</p> <p>Strong written and oral communication skills.</p> <p>An excellent team player, enthusiastic and flexible in their approach.</p>	<p>Can use a range of social media platforms.</p> <p>Good presentation and speaking skills.</p> <p>Creative problem solving skills.</p>
<b>Special Requirements</b>	<p>Must be flexible to travel for occasional meetings with funders, partners and enterprises supported by the project.</p> <p>Work after hours may be occasionally required to meet the requirements of the role.</p>	<p>Full UK Driving Licence</p>