



Community
Woodlands
Association

COMMUNITY WOODLANDS ASSOCIATION

Job Description: Woodland Project Manager

Part-time: 3 days / week

£17,000-17,530 plus homeworking allowance

Overview

The **Woodland Project Manager** will lead the delivery of the LEADER “Multi-trail” transnational cooperation project demonstrating and sharing good practice and innovation in the construction, management and promotion of mixed-use trails. The postholder will also support the community acquisition, management and development of woodlands and other assets.

Accountability

The post-holder will report to the CWA Chief Executive Officer.

Main Tasks

Delivering the LEADER Multi-trails project (2 days/week):

- Management of the trail construction process at participating community woodlands: liaison with community woodland groups, detailed design work and methods, tendering, budgeting, risk assessment and oversight of construction works;
- Development of trail network promotion strategies for participating community woodland groups;
- Organisation and management of training events and seminars: booking venues, catering, and speakers/trainers, promoting the event, managing bookings, completing risk assessments and compiling event reports;
- Organisation and management of transnational exchanges: booking transport and accommodation, liaising with transnational partners, organizing and managing participants;
- Production of guidance notes and other resources sharing best practice.

Other tasks (1 day/week):

- Supporting new and existing community woodland groups with the acquisition, management and development of woodlands and other assets;
- Providing existing and potential member groups with advice and information on all aspects of sustainable woodland management including funding for delivery of public benefits;
- Organisation and management of networking events and tendering for, and delivery of, consultancy contracts related to community woodlands and CWA member groups;
- Any other duties required by this post as instructed by CWA CEO and Board.

Essential experience

- working with community groups with a land based remit;
- management of LEADER projects;
- designing, tendering and managing trail creation projects;
- organising and delivering training and networking events.

Essential skills and attributes

- Able to communicate effectively with senior managers, staff, CWA members and other decision makers, peers in other NGOs, local authorities and existing and potential funders;
- Excellent presentation skills, verbal and written;
- Able to work with minimum supervision on own initiative;
- Able to work effectively as a team member;
- Proficient PC user – word processing; spreadsheets, web/email;
- Hold a valid driving licence and have ready access to a car insured for business use;
- Access to office facilities at home or in association with a local community group.

Desirable experience

- trail network signage, interpretation and promotion;
- supporting social enterprise development;
- forest management planning;
- timber harvesting, extraction and added-value processing.

Terms and Conditions

- Fixed term contract to 30 September 2020.
- A minimum of 21 hours per week.
- The post holder will be required to work flexible hours, where necessary, to meet the demands of the post. Time off in lieu will be given.
- Annual leave entitlement (includes public holidays): 33 days pro rata.
- Salary will be paid monthly in arrears.
- 5% pension entitlement

On-line computing facilities will be provided if required. Petrol and public transport costs and other expenses incurred in the course of duty will be reimbursed.

The Community Woodlands Association has an equal opportunities policy to ensure all members of staff employed by the Association and all applicants for employment will be given equal opportunity irrespective of sex, marital status, race, colour, nationality or ethnic origin, in all aspects of recruitment, employment, promotion and training.

The Association is committed to giving full and fair consideration to people with disabilities applying for this post who possess the relevant skills and experience.

To arrange an informal chat regarding this post please contact Jon Hollingdale at jon@communitywoods.org

To apply please send your cv and a covering letter outlining how you meet the essential and desirable criteria to: Jon Hollingdale at jon@communitywoods.org

Closing Date for Applications: Sunday 10 March 5pm

Provisional Interview Date and Location: w/c Monday 18 March, venue tbc

