

Job Description

Job title: Project Development Manager – Loch Arkaig Pine Forest

Department: Woodland Operations

Reporting to: Head of Estate & Programmes - Scotland

Location: Home based within reasonable travel time of Loch Arkaig.

Hours of work: 37.5

Contract: 5 Year Fixed Term

Salary: Circa £32,000 + company car

Job Summary

Our vision is that 100 years from now the ancient forests surrounding Loch Arkaig will be fully restored to native pine and oak woods. Restoration efforts will have inspired the wider community to build a healthy and resilient landscape with a revitalised forest at its heart. Local communities and land owners will be working together for shared benefit and iconic wildlife and rare species will flourish in the glens. The project will have inspired others about the benefits of restoration and benefited our cause through increase profile and support for the Trust and our work.

While the Site Manager will lead on forest management and associated infrastructure to restore the forest, the Arkaig Forest Project Development Manager will support the Site Manager and work with colleagues across the organisation, to help realise the project vision. This will include developing and managing positive relationships with community partner Arkaig Community Forest plus the wider community, neighbouring landowners and key stakeholders. You will work closely with Trust colleagues involved in communications, demonstration and fundraising elements of the project and other work in the West Coast Treescape to ensure we leverage a range of opportunities to engage and benefit people, wildlife and the Trust's work.

The position is home based and you need to be within reasonable travelling distance of Loch Arkaig. A site based office space is available if required.

Key Responsibilities

Responsibility
<ul style="list-style-type: none"> Working with a cross functional team, manage the overall delivery of the Loch Arkaig Pine Forest project, developing plans and ensuring delivering of performance indicators and milestones. To work closely with and line manage the Loch Arkaig Pine Forest Site Manager according to Trust standards and policies. To be main contact for Arkaig Community Forest, representing the Trust on the Advisory Board and other meetings as required.

- To further develop and manage relationships with neighbouring landowners, local businesses and key stakeholders to further the Trust’s aims
- To work with research and demonstration colleagues to manage existing research contracts and optimise the potential of the project for demonstration purposes
- To optimise the opportunity for audience engagement, on and off site, working closely with communications colleagues.
- To optimise the opportunities for volunteer engagement.
- To represent and promote the Trust to outside organisations, individuals and the general public and to raise the profile and professional standing of the Trust
- To achieve any targets discussed and agreed with line managers, based on corporate, department and country plans.
- To assist other staff in delivering the Trust’s business and project plans, particularly major donor fundraising and government affairs.
- To implement WT Health and Safety policy on sites, including risk assessments, implementation of work and appropriate recording.
- Perform any other duties that may reasonably be assigned to you by your manager

ROLE DIMENSIONS	
Financial (budgetary control etc.)	Non-financial (staff management etc)
Project budget	1 member of staff

Minimum Requirements

- **Project management**- experience of managing complex, multi-disciplinary projects bringing together a variety of skills from both within and outside the organisation to plan, monitor and deliver projects on time and to budget.
- **Stakeholder engagement** -experience of working with communities, volunteers and wide range of stakeholders.
- **Land management knowledge**-Some knowledge and experience of the principles of land management for environmental and/or social benefits is highly desirable
- **IT literate**, preferably with MS Office experience
- **Budget management** – experience of managing, monitoring and reporting operational budgets.
- **Communication**- Proven communication skills, both verbal and written, and the confidence to represent the WT, both internally and externally, in a professional, competent and positive manner.
- **Commercially aware** you will be able to deliver good value for money and understand the need to balance the organisational benefits of operations against the costs of their delivery. You will be able to act with initiative and identify opportunities that will deliver Trust aims cost effectively.
- **Self-aware** you will be able to demonstrate a willingness to develop your own skills and help develop those around you.
- **Results focussed**- you will be able to prioritise and act with determination to achieve targets.

How you need to be

Surefooted – Having a clear sense of direction, being confident by doing the right thing at the right time for the Woodland Trust

Nimble – Being innovative and creative and adapting to the changing needs of the Woodland Trust and our people. Able to create and deliver new ideas that further the trusts aims across its estate.

Trusted – Understanding our people, being a listening ear and keeping promises

Treasured – Great at building relationships across the whole of the Woodland Trust. A respected,

go-to person able to represent the Woodland Trust professionally and competently.

In order to achieve our ambitious aims for people and wildlife we recognise 'how we need to be' as people and as an organisation. We expect all of our people to commit to this ideal to help us fulfil our purpose

Selection criteria and procedures are regularly reviewed to ensure that individuals are treated on the basis of their relevant merits and abilities. A copy of our Equality & Diversity Inclusion Policy is available on request.

We all have a duty to ensure that our acts or omissions at work do not impact on the health and safety of others and ourselves and that we abide by any safety measures as directed and in accordance with the Woodland Trust Health & Safety Policy.

This post is home based. You will be expected to provide a suitable environment in which to create an office within your region. All necessary office equipment will be provided.