



Community
Woodlands
Association

COMMUNITY WOODLANDS ASSOCIATION

JOB DESCRIPTION: Community Woodland Advisor West Central Scotland

Salary c. £25,000
to 30th June 2010

Location: Home working – West Central Scotland

Introduction

The Community Woodland Advisor will provide in-depth development and land management advice and assistance to existing and aspiring community woodland groups, and other CWA member organisations in West Central Scotland. The post holder will take a leading role in the Community Woodlands Association to raise the media profile of the organisation.

The successful candidate will work with the support of a dedicated team but as the post covers West Central Scotland and supports volunteer groups, it is expected that s/he will travel extensively and be available to meet with groups at times suitable to volunteers such as evenings and weekends. We are therefore looking for a person who is motivated, self-starting, organised, flexible and committed to sustainable development at the local level.

Main Tasks

The responsibilities of the Community Woodland Advisor will include

1. Building the capacity of community woodland groups.

Promote the benefits of community engagement and involvement with land management in urban and rural settings through membership of the Community Woodlands Association. Support community groups in their early stages of development.

Work in partnership with other agencies, NGOs and Local authorities to develop effective support mechanisms for community groups.

Develop and deliver training courses for CW group members, using such events to facilitate skills sharing, and/or signpost members in the direction of existing training courses.

Support CW groups with income generation from training courses organised and hosted by the group.

2. Funding, Planning and Woodland Management advice.

Assist urban groups to develop plans for green-space management in their communities, where there is a woodland interest.

Assist groups with funding applications, e.g. for community development and involvement, woodland management and associated woodland/green-space projects.

Provide community woodland groups with advice on woodland management.

Assist and enable groups to write and execute woodland management plans.

3. Support community groups to develop sustainable futures

Work with FCS to develop and improve FCS partnership agreements with community groups.

Support community woodland groups in applications to the NFLS & the Community Right to Buy.

Assist groups to develop social enterprises to become sustainable in the longer term.

Facilitate linkages and closer working with other community groups and the development of Community Anchors through the Local People Leading network.

4. Work closely with CWA colleagues to develop promotion of CWA & the CW movement.

Co-ordinate CWA publicity and promotion to the general public at a national level, through relevant print and broadcast media as required.

Representing and promoting the CWA at regional networking events.

Assist with the delivery of CWA conferences, seminars and other training/networking events.

Assist with the production of CWA publications: Woodland Voices, E-newsletter, E-bulletin, Web-site updates and information sheets for the Community Woodland Handbook.

Take on other promotional and administrative tasks as required.

The geographical remit of the West Central Community Woodland Advisor will complement the coverage provided by our existing Community Woodland Advisors, and fill gaps in the coverage provided by other organisations such as Scottish Native Woods, Borders Forest Trust, and Central Scotland Forest Trust.

Terms and Conditions

- Fixed term post to 30th June 2010
- A minimum of 36 hours per week. The post holder will be required to work flexible hours, to meet the demands of the post. Time off in lieu will be given
- Annual leave entitlement (includes public holidays) 33 days
- Starting salary will be c. £25,000 pa. paid monthly in arrears
- 5% pension entitlement

On-line computing facilities will be provided if required. Usage payments will apply should the successful candidate already possess suitable computing facilities. Petrol and public transport costs and other expenses incurred in the course of duties (to include telephone use, consumables, postage etc.) 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.

A completed application form and a covering letter should be sent to:

You may include a CV but the application form should be completed fully.

Diane Campbell: diane@communitywoods.org

Closing Date for Applications: 5pm Thursday 12th February

Interviews - Glasgow on 26th February and will include a 10min presentation, topic to be advised.

Person Specification

	Essential	Desirable
Work History & Experience		
Demonstrable experience of working with Community groups preferably with a community woodland or land based remit	Yes	
Experience of project development and fundraising for community groups	Yes	
Thorough understanding of the regulatory landscape, and the respective roles of the main organisations involved, e.g. FCS, SNH, Local Authorities, Greenspace Scotland etc	Yes	
Relevant forestry or land management qualification		Yes
Experience of accessing forestry grant schemes and writing forest management plans		Yes
Understanding of the Forestry Commissions Woods in and Around Towns initiative		Yes
Proficient PC user – word processing; spreadsheets, web/email	Yes	
Demonstrable experience of producing promotional material – leaflets, newsletters, press releases, online copy	Yes	
Experience of design software – Adobe Photoshop / Illustrator		Yes
Experience of updating and managing websites		Yes
Personal Skills & Attributes		
Able to communicate effectively with all levels, including CW groups, agency staff, NGO peers and CWA management	Yes	
Excellent communication, administration and reporting skills, verbal and written.	Yes	
Good team member, and able to work with minimum supervision on own initiative.	Yes	
Holder of a valid driving licence and ready access to a car insured for business use	Yes	
Access to office facilities at home; or close to home, ideally in association with a community group	Yes	