

Title	Department	Post Ref.
Woodland Creation Assistant	Place	
<b>Job Purpose</b> To assist the delivery of the Trees for Climate programme in Nottinghamshire, supporting the management of planting schemes and community engagement.		
<b>Key Responsibilities</b>  1. To assist in the delivery of the Trees for Climate (TfC) tree planting and woodland creation programme, having regard to all relevant statutory and regulatory processes. 2. To work with the Community Liaison Officer Greenwood to supervise a range of community focussed tree planting and woodland outreach projects. 3. To supervise delivery of planting schemes both within the County Council and based with partner organisations, to help effectively deliver the Nottinghamshire Trees for Climate programme and the outcomes specified in the Grant Funding Agreement. 4. To ensure that all Health & Safety, Risk Assessments and other procedures for all tree planting events and projects are clearly defined, planned, carried out and documented. 5. To supervise volunteers engaged on Trees for Climate tree planting projects. 6. To liaise with colleagues in Trees for Climate and at Sherwood Forest Trust in delivery of the project.		<b>Key Accountabilities</b>  1. Contributing to the development of a pipeline of high-quality planting schemes. 2. Monitoring and reporting on partner and community engagement with the programme. 3. Ensuring compliance with the policies of NCC with regards Equalities, Safeguarding and Health & Safety. 4. Delivery of completed schemes meeting all necessary contractual requirements. 5. Ensuring communities engage and deliver planting schemes appropriate to the programme. 6. Reporting on progress of planting operations and ensuring appropriate quality control.
The post holder will perform any duty or task that is appropriate for the role described		

<b>Person Specification</b>	
<p><b>Education and Knowledge</b></p> <ol style="list-style-type: none"> <li>1. A qualification in a Forestry or land management-related subject, or substantial experience that supports the skills and abilities required for the post.</li> <li>2. An understanding of the UK Forestry Standard.</li> <li>3. An understanding of current best practice in community and biodiversity-led forestry.</li> </ol>	<p><b>Personal skills and general competencies</b></p> <ol style="list-style-type: none"> <li>4. Understands how to use resources efficiently and effectively and looks for opportunities to improve efficiency.</li> <li>5. Understands the link between behaviours and the public perception of NCC.</li> <li>6. Understands how unsafe practices may impact on others and is proactive in identifying and reducing risks.</li> <li>7. Presents a positive image of the Council.</li> <li>8. Uses email and internet/intranet competently.</li> <li>9. Responds positively to change implementing new ideas and innovation at work.</li> <li>10. Plans and manages work to meet and exceed agreed targets.</li> <li>11. Understands the contribution their role makes to the success of the organisation.</li> <li>12. Treats all customers and colleagues with respect, consideration and the appropriate level of confidentiality.</li> <li>13. Understands how to use resources efficiently and effectively and looks for opportunities to improve efficiency.</li> </ol>
<p><b>Experience</b></p> <ol style="list-style-type: none"> <li>14. Practical experience of tree planting schemes.</li> <li>15. Experience of communicating effectively with a broad range of individuals and organisations such as public sector bodies, charities, contractors or land owners.</li> <li>16. Experience of assisting with the development and delivery of projects within agreed timescales and budgets.</li> <li>17. Working, in a paid or voluntary capacity, with volunteers and/or community groups.</li> </ol>	
<p><b>Role Dimensions</b></p> <ol style="list-style-type: none"> <li>18. Assisting in the delivery of the Trees for Climate programme in Nottinghamshire.</li> <li>19. Responsible for the day-to-day supervision and monitoring of individual planting schemes</li> <li>20. No direct reports - responsible for the supervision of contractors, Friends groups and any project volunteers.</li> <li>21. Reports to Woodland Creation Project Manager</li> </ol> <p style="text-align: right;"><i>Please attach a structure chart</i></p>	

Date 20/05/21