

Title Woodland Creation Project Manager	Department Place	Post Ref.
<p>Job Purpose To oversee the management and delivery of the Trees for Climate programme in Nottinghamshire, acting as the public face of the programme on behalf of Greenwood Community Forest and managing staff, planting schemes and partnership engagement.</p> <p>Key Responsibilities</p> <ol style="list-style-type: none"> 1. Take the lead forestry specialist role within the Authority for the development and delivery of tree planting and woodland creation schemes, ensuring compliance with all relevant statutory and regulatory processes. 2. Lead the Delivery Team, managing and mentoring staff, both within the County Council and based with partner organisations, to effectively deliver the Nottinghamshire Trees for Climate (T4C) programme and the outcomes specified in the DEFRA Grant Funding Agreement (GFA). 3. Lead the management of the capital budget and all financial aspects of the programme, including grant claims, with the support of the Finance and Administration Officer. 4. Lead on the preparation of regular reports on progress for Cheshire West and Chester Council, as the accountable body for England's Community Forests (ECF), and DEFRA. 5. Lead the preparation and advertising of tenders in relation to commissioned services and works, in collaboration with Nottinghamshire County Council as the accountable body. 6. Act as the strategic lead for publicity, public relations and promotion of the T4C programme in Nottinghamshire, working closely with other members of the ECF network. 7. Co-ordinate with partners and stakeholders to ensure their full engagement with the Trees for Climate programme in Nottinghamshire. 8. Maintain oversight of the effective involvement of communities and volunteers across the programme, including through community tree planting events. 		
<p>Key Accountabilities</p> <ol style="list-style-type: none"> 1. Developing a pipeline of high-quality planting schemes. 2. Managing partner and community engagement with the programme, including setting the work programmes for delivery partners. 3. Building relationships with land owners and managers in order to bring forward planting schemes. 4. Ensuring the timely preparation of grant claims and reporting on delivery progress. 5. Co-ordinating the tender process with colleagues in Procurement. 6. Managing the capital budget and determining which schemes will be brought forward for delivery, including the allocation of landowner grants. 7. Providing timely monitoring information for capital/ revenue budgets, outputs and outcomes for the programme. 8. Delivering at least 250ha of new woodland in Nottinghamshire. 9. Advising on appropriate scheme design to achieve biodiversity gains and benefits for people. 10. Ensuring obligations, as set out in the GFA, are delivered. 11. Facilitating effective liaison between Greenwood Community Forest, other members of the ECF network, and relevant partner organisations working on the Trees for Climate Programme. 		
<p>The post holder will perform any duty or task that is appropriate for the role described.</p>		

Person Specification	
<p>Education and Knowledge</p> <ol style="list-style-type: none"> 1. Membership, or working towards membership, of the Institute of Chartered Foresters or other relevant professional membership. 2. A degree or equivalent qualification in a Forestry-related subject, or substantial experience that supports the skills and abilities required for the post. 3. A good understanding of the UK Forestry Standard. 4. A good understanding of sustainable multi-purpose forestry in the UK, including current best practice in community forestry and designing woodland for public access and wildlife. 5. An understanding of carbon markets/trading, including the Woodland Carbon Code. 	<p>Personal skills and general competencies</p> <ol style="list-style-type: none"> 6. Sets an excellent example of customer care for other staff. 7. Effectively sets direction for a team providing motivation for all to deliver high performance. 8. Anticipates customer needs to provide excellent service continually striving to improve efficiency and effectiveness 9. Sets challenging targets for performance for the team as well as delivering a high degree of personal effectiveness 10. Ensures the Council's policies for fairness and respect are delivered including setting high personal standards 11. Takes an active role in managing risk, health and safety and safeguarding issues. 12. Effectively works in partnership, engaging with a range of stakeholders including local authorities, community groups and private landowners.
<p>Experience</p> <ol style="list-style-type: none"> 13. Significant practical experience of delivering tree planting schemes with landowners, communities and/or public sector organisations. 14. Negotiating and managing contracts. 15. Team leadership and management, including managing a dispersed team. 16. Working to deliver compliant schemes within current forestry regulations. 17. Managing budgets and grant claims. 	
<p>Role Dimensions</p> <ol style="list-style-type: none"> 18. Delivery of the Trees for Climate programme in Nottinghamshire. 19. Management of Nottinghamshire's Trees for Climate capital programme budget (c. £4 - £4.5m). 20. Management of 1.5 FTE direct reports (NCC) plus 1.5 FTE based in partner organisation(s) and dedicated time from Greenwood Community Forest staff. 	

Please attach a structure chart

Date 04/11/20

Tier 6 – Senior Practitioners