



Title Community Liaison Officer (Woodland Creation)	Department PLACE	Post Ref.
Job Purpose To carry out stakeholder identification and analysis and to provide advice and support to local authorities, other public sector partners, community organisations and groups in bringing forward woodland creation schemes with increased community engagement and ownership.		
Key Responsibilities <ol style="list-style-type: none">1. Co-ordinating and delivering strategic programmes of promotion and information which support the woodland creation work of the County Council.2. Providing practical advice and support to local authorities and other public sector partners to develop a pipeline of woodland creation schemes on land under their ownership and/or influence, supporting organisational aspirations for tree planting.3. Providing practical advice and support to community organisations and groups in identifying, developing and implementing community woodland creation projects and events.4. Working with Woodland Creation Officers to bring forward scheme designs for approval and, where necessary, securing funding for projects.5. Preparing project briefs and specifications for any works to be undertaken by contractors or other agencies.6. Carrying out community engagement activities to seek agreement on planting designs for digitisation and regulatory approval.7. Co-ordinating the delivery of co-operative partnership projects and sharing of best practice.8. Working with relevant County Council staff and partners to coordinate and manage the involvement of community groups, Friends groups and other volunteers in planting operations and the on-going maintenance of schemes on public or community land.	Key Accountabilities <ol style="list-style-type: none">1. Working with local authorities, public sector and other partners, community groups and organisations to ensure that woodland creation projects are developed with community support and ownership where appropriate.2. Managing, monitoring and reporting on any project budgets in accordance with the requirements of funding agencies.3. Working with due consideration of public health and safety and undertaking risk assessments as required.4. Ensuring that Equalities principles are followed, including working to remove barriers to accessibility and enjoyment of woodlands.	
The post holder will perform any duty or task that is appropriate for the role described		

Person Specification

Education and Knowledge

1. A degree or equivalent in a relevant subject or at least 5 years' relevant experience in a related area of work.
2. Knowledge of the sources of funding available for woodland creation and/or community projects.
3. Understanding of the range of partner organisations working across woodland creation and community engagement.
4. An understanding of the issues relating to community project development and working with volunteers.

Experience

9. At least two years' experience of countryside management or community engagement work.
10. Experience of project development, management and implementation, particularly in relation to community projects.
11. Experience of preparing and submitting funding bids.
12. Experience of working with volunteers and community groups.
13. Experience of using common business support software and social media.

Personal skills and general competencies

5. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff
6. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.
7. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available
8. Ability to meet agreed objectives and delivery targets by the effective use of resources.

Role Dimensions

14. Responsible for supporting the development of a pipeline of public sector/ community woodland creation schemes and associated community/ volunteer projects. Potentially high levels of community involvement will require some out of hours working and the ability to travel to sites across the County.
15. Responsible for the day-to-day management and monitoring of any individual project budgets as required.
16. No direct reports - responsible for the co-ordination of community groups and other volunteers.

Please attach a structure chart

Date 24/11/2022