



Llais y Goedwig

Job Description

Community Woodland Development Officers

Llais y Goedwig are looking for two development officers to cover North East and South Wales

| | |
|-------------------|--|
| Job title: | Community Woodland Development Officer |
| Responsible to: | ENRaW Programme Manager |
| Salary: | £27,000 per annum pro rata paid monthly in arrears |
| Location: | Regional, with regular contact with and travel to the Llais y Goedwig main office in Machynlleth |
| Duration: | This is a fixed term contract from October 2019 to March 2022 |
| Hours: | 22.5 hours per week (0.6FTE based on standard 7.5hr working day), usually Monday to Friday. Occasional evening work and weekend may be required. |
| Statutory leave: | 25 days (pro rata) plus public holidays. |
| Probation period: | The post is subject to the successful completion of a three-month probationary period. |
| Pension: | Eight percent of salary (in addition to salary stated above) for standard contracted hours |

JOB OVERVIEW

The purpose of these roles is to strengthen support for communities wishing to establish new community woodlands, for established groups, and build capacity within Public Bodies and other woodland owners to allow community management of woodlands.

We are looking to recruit key skilled individuals who will work within a defined area of Wales – one post will be based in North East Wales, and one will be South Wales based and will work alongside the Development Officer Team leader to deliver support across South Wales. Officers will be expected to provide support across Wales in one of the following areas:

- Woodlands management and practical woodland skills
- Biodiversity and habitat management and improvement
- Asset transfer and brokering
- Publicity and marketing
- Community development
- Enterprise development and support

To achieve this, the Development Officers will work under the direction of the Programme Manager, and in close collaboration with the Llais y Goedwig Board, other staff, members and partners to:

- Help establish more community woodlands by brokering agreements between landowners and community groups in the region
- Identify and map areas of woodland that communities can work on
- Build the long-term capacity of Public Bodies, agencies and local CWGs to facilitate the development of community woodlands in the region by embedding new ways of working to ensure that community management of woodlands is a viable option.
- Strengthen the capacity, resilience and sustainability of new and existing community woodland groups
- Help ensure that learning and experience is gathered by members into simple tool kits so that these are in place and available once funding comes to an end
- Brokering and support in agreeing Asset Transfers or Community Management Agreements
- Engage local 'champions' for trees and woodlands – giving local people and groups the skills to look after their trees and woodlands as well as identifying areas to plant new trees and woodlands.
- Be the first point of contact between Public Bodies and communities in respect of woodlands.
- Creation of regional hubs and targeted network support to better support community woodland groups at a regional level

RESPONSIBILITIES AND KEY TASKS

The capacity building officers will work under the direction of the Llais y Goedwig Programme Manager, and in close collaboration with other Llais y Goedwig staff, the Llais y Goedwig volunteer board, members and partners to:

- Work closely with statutory and other organisations in the sector, including Natural Resources Wales and Local Authorities, to develop their understanding of and links to CWGs and to strengthen their capacity to support CWGs
- Act as a broker between groups and land owners (on request) to help facilitate agreements over woodland land use, resolve problems and build harmonious working collaborations – and build local capacity to do so
- Explore the potential for regional support networks for community woodlands, preparing options for consideration by board and members
- Provide advice and practical help in your specialist field within your area and across Wales. Advise the LlyG staff and board, and support wider LlyG aims and programmes within the scope of your field
- Give talks & presentations on community woodlands to ensure the public and other organisations are aware of their benefits and challenges
- Encourage local group and organisations to share information, best practice, pitfalls, what works best and what doesn't, ideas, blogs and case studies etc. through the Llais y Goedwig network
- Respond to requests from new and established groups by understanding their aims and problems and providing information, advice, signposting and practical support to help them overcome barriers, build capacity and make the most of opportunities (on site and by phone and email)
- Inspire, mentor and support the start-up of new community woodland groups - providing practical advice and links as appropriate to peer groups, the statutory sector, voluntary and other organisations and local authorities
- Organise local training and networking events to enable groups to connect with and learn from each other
- Input into organisation and provide support at Llais y Goedwig national events such as Royal Welsh and Eisteddfod
- Support the development of social enterprise within woodland environments, identifying barriers and potential partners

Undertake other tasks as directed by the Llais y Goedwig Board

SKILLS, KNOWLEDGE & EXPERIENCE

It is essential that you have:

- Brokering/negotiation skills, tact and diplomacy
- Experience of community woodlands or other community environmental initiatives, and specialist skills relevant in your area and across Wales

- Ability to work independently and on own initiative, as well as ability to work under direction & collaboratively
- Good interpersonal skills - to develop effective working relationships with groups, public bodies and other organisations
- Team working skills – to effectively work alongside colleagues, sharing knowledge, providing advice and guidance when necessary to build good working relationships.
- Good oral and written communication skills
- Good organisational and multi-tasking skills
- Experience as a volunteer or working with volunteers
- A flexible and adaptable approach to meet the needs of the organisation.
- Enthusiasm for the aims and objectives of Llais y Goedwig.
- Full UK driving license, willingness to travel throughout designated geographical area and access to a vehicle

It is desirable that you have:

- Fluency in written and spoken Welsh
- Experience of public speaking
- Good project working skills – planning, reporting, meeting deadlines
- Experience of raising project finance

REPORTING AND SUPERVISION

- 3 month probationary period
- You will work under the direction of the Programme Manager – to an agreed monthly work plan
- You will provide written progress reports to the Llais y Goedwig Board via the Project Manager every 3 months for inclusion in WG reporting
- You will provide monthly progress reports, timesheets and expenses claims to your line manager
- You will adhere to the Llais y Goedwig staff handbook in terms of policies, procedures and conduct