



## Job Description

Job Title:	Woodland Creation Officer
Purpose:	To develop and manage Woodland Creation projects associated with Ribble Rivers Trust projects Ribble Life Together, Pendle WINNS and Natural Course.
Reports to:	Programme Manager
Location:	Clitheroe
Hours:	37.5 hours per week
Salary:	£23,500 - £26,000 dependant on experience
Contract:	2 years (with possibility of extension, subject to funding)

Ribble Rivers Trust (RRT) is a local charity set up to conserve the Ribble Catchment, particularly its rivers and streams. The Trust works at catchment and project scales and is delivering a range of activities to improve the condition, management, and awareness of the Ribble Catchment. The Trust, through a number of projects, has secured funding for a programme of woodland creation to improve the rivers of the catchment, seeking to restore and improve ecosystem functions that will provide ecological and socio-economic benefits.

As such, the Trust is looking to recruit a competent, dynamic, and enthusiastic person with a passion for woodlands and rivers. This person should have experience in woodland creation development and delivery, that would include approaching landowners, partners and supervising contractors. The successful candidate would join a vibrant and talented team of 20 delivering a diverse portfolio of projects improving rivers in the Ribble Catchment

The role will work within projects supported by the National Lottery Heritage Fund, including Ribble Life Together and the Pendle Woodland and Invasive Non-Native Species project (Pendle WINNS), as well as Natural Course, a Life Integrated Project.

The successful candidate will have knowledge of topics such as catchment/landscape-scale conservation, ecosystem services, river improvement processes and how woodlands deliver on these topics. The Woodland Creation Officer will have responsibility for overseeing woodland creation projects from concept through to delivery and the duties will specifically include:

- The development of new woodland creation projects, including contacting, visiting and working with Landowners
- Preparing and submitting applications to obtaining necessary consents and permissions (including Environment Agency permits, and landowner legal agreements)
- Manage the procurement associated to woodland creation
- Supervision of contractors delivering works
- Co-ordinating work with other project managers and officers
- Co-ordinating volunteer activity with the Trust's Volunteer Supervisor
- Undertake site visits to monitor progress of works, keeping records and reporting onward.

- Work with the RRT team to ensure project costs are in line with overall project budgets
- Complete all necessary reports, and keep suitable records in line with the funding requirements and document retention policy
- To work with and help the wider Trust team to engage with local communities
- To help in identifying and applying for funding for woodland creation schemes, including Forestry Commission woodland creation grant schemes
- To maintain and develop partnerships with stakeholders, including the Forest of Bowland AONB, Yorkshire Dales Millennium Trust, The Woodland Trust, Environment Agency, Natural England, United Utilities and other related partners
- Contribute to and assist in the production of publicity and marketing materials
- Any other reasonable duties as required by RRT.

The post holder will be based principally within RRT offices in Clitheroe. The post will report to the Programme Manager, working closely with the GIS Data and Evidence Officer, and work within the Project Delivery Team.

### **Person Description**

The successful candidate will be able to demonstrate that they are exceptionally self-motivated and are passionate about improving the environment. They must also be a good communicator with a strong background in project development and delivery within the environmental sector. The role will need the candidate to make pragmatic, risk-based decisions in constrained circumstances (e.g. time, budget, weather and consent) to achieve the required outputs and outcomes, whilst complying with consents and permits.

### **Essential**

- Valid driving licence and own car, insured for business use
- Degree level, or equivalent related experience, in a relevant environmental topic
- Understanding of how woodlands are meant to perform in relation to ecology and river restoration
- Experience of successful project delivery, including producing reports
- Knowledge of Agri-environment Schemes, particularly relating to woodland creation
- Knowledge of how to prepare, apply and comply with various consents (including Environmental Permits)
- Experience in working with contractors relating to woodland creation
- Ability to work on and prioritise the differing tasks identified in the Job Description at the same time
- Basic use and knowledge of Geographical Information System (GIS)
- Excellent presentation and communication skills for a wide range of audiences
- Possessing good interpersonal skills, both face-to-face and over the phone
- Reliability, good attendance and work performance
- Excellent organisational / admin skills and attention to detail:
  - Good IT skills / maintaining a filing system
  - Keeping records of work undertaken
  - Keeping records of expenses incurred
  - keeping up to date timesheets

### **Desirable**

- Knowledge of the Ribble Catchment
- Experience of applying for Woodland Creation Grants through agri-environment schemes, and associated admin work

**Please note that the closing date for this position is the 21st of June 2019 with interviews the week commencing the 1st of July.**