

Woodland Network Officer

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| Job Title: | Woodland Network Officer |
| Employer: | Small Woods |
| Location: | Homebased, with regular engagement in your assigned region - 2 posts 1x the East of England, 1x the Southwest |
| Salary: | £27,860 pro rata per annum |
| Hours of Work: | 2 days a week (inc. occasional weekend working) |
| Term: | Fixed term until end March 2025 |
| Responsible to: | Woodland, Policy and Projects Senior Manager |
| Key relationships: | Sylva Foundation, Royal Forestry Society, Grown in Britain and Woodland Heritage |

Job purpose:

1. To offer woodland management assistance, seeking to create simplified access to support and assistance, that will provide woodland owners and managers with the tools, skills and confidence to sustainably manage woodlands.
2. Contribute to a powerful consortium of organisations with complementary skills and expertise to create a collective resource and response that will support and guide woodland owners and managers in making the best choices for their sites.
3. You should be able to communicate to a competent level on woodland management and reliable technical advice; as well as promoting the voice of small woodland owners and SWA members positively and confidently.

Main duties

The post holder will be responsible for the following functions within the SWA management framework:

- Collate, with support from a researcher, the information for an online resource, providing a single access point to the collective services provided by each of the partner organisations.
- Engage woodland owners and managers through delivery of jointly run and marketed events and activities.
- Develop regional support networks where woodland owners and managers can share experiences and knowledge and take a collective approach to woodland management.
- Provide or coordinate training and demonstration to facilitate sustainability in woodland management and products.
- Encourage landowners and managers in bringing their sites into management, through supporting the development of management plans, advice, support and training.

Project Development

Research and develop strategic development proposals on behalf of Small Woods. This will include initiatives that:

- Capitalise on innovative ways to engage and network;
- Support increase in levels of management in UK woodlands;
- Provision training and support for woodland owners and managers
- Identify opportunities for new small woodlands in our landscapes;
- Support development of securing funding for projects that builds on SWA's reputation for practical multi-purpose woodland management.

Delivery

Deliver, to a high standard, the projects and member services assigned to you by:

- Collating information for a new online resource for the collective services for sustainable woodland management in the SW or East of England.
- Engage stakeholders through networking events
- Facilitate informal awareness raising activities or non-accredited training
- Help establish a regional partnership and sub-regional networking groups
- Deliver accredited training through partners and/or training providers
- Facilitate site management plan development to bring woodlands into management
- Ensuring reports, timesheets, outcomes and other due diligences are completed on time by you and your team;
- All content is relevant, accurate and in line with our policies and vision, reflecting members' interests and views;
- Deliver and support development of the organisation as a key source of information, advice and guidance on practical issues relevant to the management and ownership of small woodlands
- Work with the senior manager to develop Small Woods' policies and core guidance on sustainable multi-functional woodland management issues

Person specification:

| | Essential | Desirable |
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| Experience | <p>5-10 years relevant practical woodland management or forestry experience in the private, voluntary or public sector.</p> <p>Developmental experience, particularly in strategic project design and delivery.</p> | <p>Work experience in the charity or environmental sector</p> <p>Commercial experience</p> <p>Public/customer facing experience, particularly in membership organisations</p> |
| Knowledge | <p>Understanding of the woodland sector, the role of small woodlands, their purpose and benefits to landscape, rural economy, biodiversity and society.</p> <p>An understanding of sustainable woodland management in principle and practice.</p> | <p>A knowledge of third sector and other funding mechanisms relevant to Small Woods</p> <p>An understanding of membership strategies</p> |
| Skills and abilities | <p>Good technical knowledge regarding the ownership and management of small woodlands.</p> <p>Innovative thinking, able to see/create opportunities which may not exist yet.</p> <p>Ability to act as an advocate for small woods and be an effective ambassador for the organisation.</p> <p>Good communication skills, particularly web-based communication and social media.</p> <p>Good IT skills, particularly, databases and spreadsheets</p> <p>Full current driving licence and access to a car</p> | <p>Proven ability in fund raising, through relevant projects</p> |
| Qualifications | <p>5 GCSEs, including Maths and English</p> <p>Relevant Degree an advantage, e.g., Forestry, Business management, Communications, Environmental Science or related topics.</p> | |

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| Personal qualities | <p>Motivated, confident, committed individual</p> <p>Team player, able to inspire & motivate others</p> <p>Able to work on own initiative with minimum supervision.</p> <p>Team player, able to network with and work readily with others</p> <p>Able to communicate with people at all levels, internally and externally.</p> <p>Enthusiasm for woodlands and people.</p> | <p>Understanding of and commitment to the principles of sustainability</p> |
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Background

Small Woods is a well-established national charity and is the UK association for woodland stewardship and care. It promotes and supports sustainable woodland management for the benefit of:

- the environment and biodiversity
- the education, health and wellbeing of people - through social forestry projects which benefit some of our most vulnerable individuals and communities
- woodland owners - imparting knowledge about woodland management and products and providing training opportunities
- the future of small woodland culture and heritage

Funding source

Small Woods have secured funding from the Woodlands into Management Forestry Innovation Fund (WIMFIF) to help plug a knowledge gap in forestry and conservation skills, and natural capital benefits of sustainably managed woodlands, alongside localised impacts from climate change and fragmentation.

There are currently a number of organisations which provide services that are needed; however, the process is seen as complex and there is no clear pathway for people to access the different elements that may be needed.

This project will develop a pilot for the East of England and South West, providing the framework to support landowners and woodland managers in sustainable woodland management. This is a new approach, simplifying processes and bringing together individual specialisms in sustainable woodland management to form one collaborative service.