

## **WANTED: A LOCAL TREE CHAMPION**

Created over the last 30 years England's Community Forests are located in and around some of the nation's largest towns and cities. Each is a collaboration between councils and local, regional and national organisations, who work to enact a government-approved 30-year vision for landscape improvement known as a Forest Plan. Currently there are 13 Community Forests, of which the North East Community Forest (NECF) is part of, joining the programme in July 2021.

Now, facing a climate and ecological emergency, we need to plant trees and restore nature with a new urgency, involving communities and targeting areas of need. Can you help champion and guide our work at this pivotal time as Chair of the North East Community Forest Partnership Steering Group?

## **ROLE DESCRIPTOR**

### **Chair of The North East Community Forest Partnership Steering Group**

We are looking for an individual who can help our newly formed [Forest Partnership](#) to thrive, so that we can help to tackle the climate emergency, biodiversity collapse, connect people to nature, and set the scene for a sustainable green recovery post-Covid.

The Forest Partnership has a strong track record of delivering projects and programmes that create and manage treescapes and woodlands. We have developed our Forest Partnership locally, regionally, and nationally so that we can learn from others and share information about what we do.

We have challenges ahead. We need to accelerate our new planting to help to achieve national and local climate emergency targets; we need to connect even more people to our work and support new businesses and jobs in our sector.

We also have enormous opportunities, with increased availability of funding, a policy framework that is as supportive as possible and a vibrant partnership, keen to do more and see a green recovery post Covid. Our yet to be developed Forest Plan will set a clear vision for our work. If you have the ambition, enthusiasm, skills, networks and most importantly the passion to help us achieve our goals, we would love to hear from you. This document provides more information about what being our Chair involves.

If you are interested in this role, please send your CV and a covering letter to Lloyd Jones (Forest Manager of the North East Community Forest) at [lloyd.jones@newcastle.gov.uk](mailto:lloyd.jones@newcastle.gov.uk). You can also contact Lloyd for an informal discussion before submitting - please call 07974 588 063, or email [lloyd.jones@newcastle.gov.uk](mailto:lloyd.jones@newcastle.gov.uk) for a Microsoft Teams link.

### **Steering Group Chair – The North East Community Forest**

**Remuneration:** The role of Chair is not accompanied by any financial remuneration, although reasonable expenses for travel may be claimed

**Location:** Most meetings are held at Newcastle City Council, Civic Centre, Barras Bridge, Newcastle upon Tyne NE1, where the Forest Team is based. Meetings are also held online via Microsoft Teams.

**Time commitment:** Four Steering Group meetings per year. The Chair is also expected to have regular meetings with the Forest Manager of The North East Community Forest, and also represent The North East Community Forest Partnership at various national and local events and meetings with key stakeholders. We anticipate this will involve a total of no more than four days per year.

**Reporting to:** Steering Group including Elected Members from all Local Authority partners (Newcastle (accountable body), North and South Tyneside, Gateshead, Sunderland and Durham).

## **ROLE DESCRIPTION**

### **Objective**

The Chair will provide inclusive leadership to the Steering Group (SG), helping to take forward the delivery of The future North East Community Forest Plan and ensuring that each SG member fulfils their duties and responsibilities in accordance with the North East Community Forest Agreement (2021 – 2025). The Chair will also support the Forest Manager and Forest Team. She/he will act as an ambassador and the public face of the North East Community Forest Partnership along with SG members and the Forest Manager.

### **Principle responsibilities**

#### **Strategic leadership**

- Provide leadership to the SG ensuring that the Forest Partnership has maximum impact for its beneficiaries.
- Ensure that SG Members fulfil their duties and responsibilities for the effective governance of the Forest Partnership.
- Ensure that the SG is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks.
- Ensure that the SG fulfils its duties to ensure sound financial health of the Forest Partnership, with systems in place to ensure financial accountability.

#### **Governance**

- Ensure that the governance arrangements are working in the most effective way for the Forest Partnership.
- Encourage positive change and where appropriate address and resolve any conflicts within the SG.
- Work within any agreed policies adopted by the Forest Partnership and SG.

#### **External Relations**

- Act as an ambassador for the North East Community Forest.

- Maintain close relationships with key members of the Government and with key influencers locally and sub regionally.
- Act as a spokesperson for the organisation when appropriate.
- Represent the Forest Partnership at major external functions, meetings and events.
- Facilitate change and address any potential conflict with external stakeholders.

### **Efficiency and effectiveness**

- Chair meetings of the SG effectively and efficiently, bringing impartiality and objectivity to the decision-making process.
- Ensure that SG Members are fully engaged and that decisions are taken in the best, long-term interests of the Forest Partnership and that the SG takes collective ownership.
- Foster, maintain and ensure that constructive relationships exist with and between the SG members
- Work closely with the Forest Manager to give direction to SG policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees
- Monitor those decisions taken at meetings are implemented

### **Relationship with the Forest Manager and the wider management team**

- Establish and build a strong, effective and a constructive working relationship with the Forest Manager and the Forest Team, ensuring she/he is held to account for achieving agreed strategic objectives
- Support the Forest Manager, whilst respecting the boundaries which exist between the two roles
- Ensure regular contact with the Forest Manager and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges.
- Liaise with the Forest Manager to maintain an overview of the SG and wider Partnership affairs, providing support as necessary

### **Additional information**

The Vice-Chairs (VCs) act for the Chair when the Chair is not available and undertake assignments at the request of the Chair. For avoidance of doubt, the VCs are the Elected Members from each of the six NECF Local Authorities.

### **Personal Qualities**

- Demonstrate a strong and visible passion and commitment to the delivery of the yet to be developed North East Community Forest Plan, its strategic objectives and cause
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively

- Strong networking capabilities that can be utilised for the benefit of the Partnership
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including travel and attending some events out of office hours

### **Experience**

- Experience of operating at a senior strategic leadership level within an organisation
- Successful track record of achievement through their career
- Experience of external representation, delivering presentations and managing stakeholders
- Significant experience of chairing meetings and events

### **Knowledge and skills**

- Strong leadership skills, ability to motivate staff and bring people together
- Financial management expertise and a broad understanding of finance issues
- Good understanding of governance issues

### **Terms**

The Chair of the NECF Partnership Steering Group will serve a one-year term to be eligible for re-appointment for one additional term.

## North East Community Forest Organisational Structure

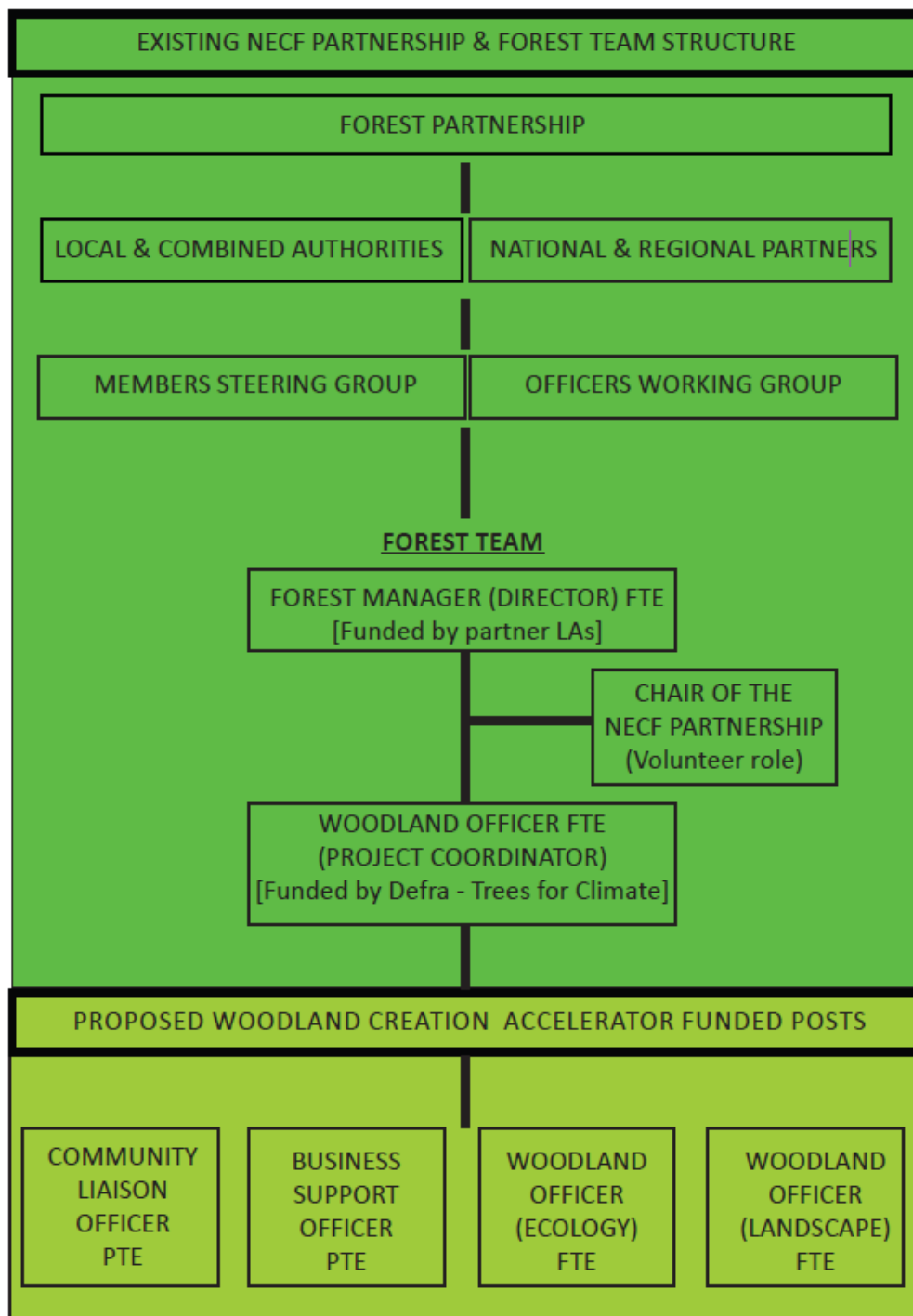


Figure 1: Governance: North East Community Forest Organisational Structure. Please note, funding for the Woodland Creation Accelerator Funded posts has been approved, with job adverts programmed to go live for late January 2023.