

# Senior Woodland Officer

Reports to: **Forest Manager**

Direct reports: **None**

Evaluation: **565 points**

Grade: **N8**

Reference: **A5323**

## Purpose

As a senior member of the team, support the day-to-day operation of the North East Community Forest initiative, including liaising with stakeholders and communities, developing business rationale, and the delivery and implementation of policy documents, grants, and cross cutting projects.

## Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. Provide leadership and support to the Forest Team and Forest Partnership to ensure the effective delivery of North East Community Forest incentives, grants, programmes, and policy documents.
2. Provide a high level of professional expertise and experience to the Forest Team and give staff adequate and appropriate support, advice, coaching and mentoring on day-to-day operational matters and assist with workload management and supervision.
3. To lead on the collection, collation, and analysis of consultation data from across the North East Community Forest Partnership and wider stakeholders that will feed into policy and strategy documents, producing summary reports and presentations for colleagues and key decision makers as required.

4. To contribute to the development, implementation and review of policy documents, procedures, grants, guidance, and programmes.
5. Prepare regular brief update reports and detailed quarterly and annual Reports detailing impact and progress, satisfying funder criteria.
6. Working with partners and stakeholders to secure funding for projects and resources to implement the North East Community Forest initiatives and plans. Identify partnerships to engage to deliver appropriate sector support in identified priority areas. Develop and maintain good working relationships with advisers and stakeholders.
7. Actively support the Forest Manager in delivering and monitoring divisional wide programmes and projects to meet service and financial objectives.
8. Represent the North East Community Forest locally, regionally, and nationally at meetings, workshops, seminars, community consultation events, agricultural shows, and forums addressing tree and woodland issues and benefits.
9. Ensure programmes are compliant with recognised programme and project management frameworks and take responsibility for overall monitoring, risk management and delivery.
10. Support the Forest Team in the delivery and generation of due diligence, regulatory submissions, project budgeting, and planting plans for tree and woodland creation projects.
11. To promote and implement our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.
12. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.