



FORESTRY OPERATIONS MANAGER

JOB DESCRIPTION

Job title:	Forestry Operations Manager
Salary:	£40,000 p/a
Hours:	40 per week – Monday to Friday 08.00 to 17.00 with occasional evenings and weekends
Reporting to:	Head Forester
Responsible for:	Senior Forest Rangers, Forest Rangers, Assistant Rangers, Forestry Interns, Forestry Apprentices, volunteers, contractors
Location:	Colletts Farm Office, Dorsington, Warwickshire, CV37 8AU, with regular travel in and around the Forest
Date:	January 2022

JOB SUMMARY

This multi-disciplined managerial role will be perfect for someone with significant practical experience of woodland establishment, looking to further their career in forestry and estate management, giving the successful candidate an opportunity to grow and shape England's largest new native broadleaf woodland.

In this role you lead on the preparation, implementation and evaluation of operational plans to ensure that the Heart of England Forest achieves the aims and objectives set out in its strategic plan. As well as being strategic, this is also a hands on role and will include practical forestry planning, planting and maintenance working with and supporting the staff team, volunteers, corporate supporters and contractors to achieve our vision of a 30,000-acre contiguous woodland.

The role is diverse, and as well as demonstrating a sound knowledge of forestry best practice and current issues, you will need to be confident in the management of a variety of habitats and widening public access, to benefit people and wildlife.

We are looking for an ambitious and enthusiastic individual who will be a key player in the delivery of our strategy and a real advocate for social forestry. You will need to enjoy working autonomously and managing a team, and as a strong people manager you will enjoy training, coaching and mentoring team members and watching them progress. Above all, you will be a passionate ambassador for the charity.

KEY RESPONSIBILITIES

Forestry creation and maintenance

- With the Head Forester, prepare, implement and evaluate operational plans to ensure that the Heart of England Forest achieves the aims and objectives set out in its strategic plan.
- Scope forestry, work and projects.
- Undertake work planning and programming
- Undertake contract implementation and supervision – includes woodland establishment, woodland and wider estate maintenance, and some timber harvesting and timber sales.
- Undertake woodland inspections.
- Carry out tree health monitoring and reporting.
- Understand current Government grant funding schemes and apply for funding where appropriate.
- Implement practical habitat management.
- Establish close working with volunteer team to enable a continuous work programme.
- Support the development of the tree nursery with advice and practical knowledge.
- Deliver practical hands on forestry work when needed.
- Advise other internal teams on forestry and estate maintenance matters.
- Undertake tree tagging and map tree locations.

Monitoring and recording

- Assist in the complete revision of the Forest Management Plan.
- Map new land and update current information using GIS.
- Maintain forest and compartment records.
- Maintain contractor records.
- Maintain pest management records.
- Ensure work is undertaken within Forestry Commission, Natural England and other grant scheme contract terms.

Team management

- Plan, manage and monitor day-to-day practical work programme for the forestry team, including communicating with the wider team.
- Plan and deliver training to upskill members of the forestry team.
- Coach and mentor interns, apprentices and other new entrants into the industry to help them develop a successful career in social forestry.
- Establish mentoring programme to support the development of the team.
- Undertake direct line management responsibility for forestry team.

Equipment management

- Ensure all vehicles and equipment are maintained in good working order, setting up and maintaining accurate record keeping systems.
- Work with the team to establish effective quartermaster system to ensure the right equipment is available in the right place at the right time.

Health and Safety

- Manage the day to day health and safety processes within the team including writing and reviewing risk assessments and COSHH assessments, overseeing first aid and supplies checks.
- Provide training and updates to ensure the wider team is operating to safe industry standards at all times.

People engagement

- Plan, manage and monitor corporate volunteering work, including supervising corporate volunteer work parties when required.
- Provide support to supervise general volunteer work when needed, which may include some weekend work.
- Undertake proactive and reactive stakeholder engagement, for example, with neighbours, supporters and other Forest users.
- Deliver supporter help for those wanting to find tagged trees/identify areas for woodland dedications/benches, etc.
- Lead guided walks (which will include weekend and Bank Holiday working).
- Support educational visits where required.
- Lead and support other stakeholder visits, e.g. major donors, etc.
- Assist with the planning and delivery of Heart of England Forest events.

Communications

- Produce regular news stories for use on the website and social media.
- Contribute regular information and photographs for the social media communications plan.
- Contribute to articles and news stories in the monthly e-newsletter and bi-annual magazine to help raise awareness of forestry issues.

Fundraising

- Support fundraising team with practical information and costings for targeted projects suitable for corporate or trust funding.
- Provide interim and end of project reports for funders highlighting progress against targets.

Develop specialist knowledge and expertise

- Develop and maintain knowledge of current issues and best practice in forestry, and communicate this to other members of the team.
- Develop and maintain relationships with external agencies/partnerships such as Forestry Commission, local landowners, Environment Agency, Natural England, etc.
- Represent and promote the Heart of England Forest and act as an ambassador both internally and externally.

General

- Demonstrate and promote the values of the Heart of England Forest.
- Maintain a commitment to high standards of health and safety at all times. Ensure all work, including any work undertaken by contractors and volunteers, is undertaken within the Heart of England Forest health and safety policy and processes.
- Commit to continual professional development.
- Play an active part within the wider Heart of England Forest team.
- Make active use of information and resources gained via personal networks to inform the development of this role.
- Perform any other duties consistent with the role and / or reasonably required by the Head Forester or Chief Executive.

Hours

Normal working hours will be a minimum of 40 per week, normally between 08.00 and 17.00, Monday to Friday. However, out of office hours work may be required, which may include evenings, weekends and bank holidays.

Location

The post will be based in the Heart of England Forest head office in Dorsington. The post holder must have the willingness and ability to undertake extensive travel across the Heart of England Forest on a daily basis to meet the demands of the role. The postholder will need to ensure their vehicle has an up-to-date MOT and is insured for business use.

What do we offer?

- The chance to join an ambitious charity and play a part in creating and conserving a huge Forest for the benefit of people, wildlife and the environment
- Competitive salary with a Living Wage Foundation accredited employer
- 28 days holiday plus bank holidays
- Contributory company pension
- Group Income Protection Scheme
- Group Life Assurance Scheme
- Employee Assistance Programme
- Death in Service benefit
- Medical cash plan

PERSON SPECIFICATION

Essential

- Forestry degree or equivalent qualification
- A successful track record demonstrating significant experience in forest management within in a forest/woodland setting
- Substantial experience of woodland establishment
- A sound knowledge of forestry skills and issues
- Experience of managing diverse staff teams
- Woodland based competencies (NPTC, Lantra, etc)
- Experience of contract implementation and supervision
- Excellent project management skills
- Ability to motivate others
- Good IT skills (including Word, Excel, Outlook, PowerPoint)
- Practical GIS use
- Self-motivated and proven experience of ability to work on own initiative
- Strong interpersonal skills with an ability to build relationships and engage effectively with stakeholders at all levels
- Effective team worker
- Good communication skills, both oral and written
- An innovative, can-do, enthusiastic work ethic
- Able to communicate Heart of England Forest values and standards to supporters and stakeholders
- Committed to conservation and social forestry
- Good understanding of habitat management
- Ability to multitask, prioritise workload and meet deadlines
- Full clean driving license
- A flexible approach to work and willingness to undertake some evening and weekend work
- Willingness to develop new skills and take on new areas of responsibility

Desirable

- Coaching and mentoring experience / qualification
- Interest or experience in agroforestry and sustainable land management practices

ABOUT THE HEART OF ENGLAND FOREST

Planting tomorrow's great native woodland

The Heart of England Forest is an exciting and ambitious charity. We want to help reverse centuries of woodland decline and plant one of the largest forests in England. Our goal is to create a huge, unbroken woodland – a refuge from the modern world where people can rediscover nature and wildlife can flourish. It is an ambitious vision, which we are determined to make happen, one tree at a time.

The Heart of England Forest is not only a perfectly positioned lung for the Midlands, but a breath of fresh air for the nation. With Almost 2 million new native trees planted so far, we are restoring our native woodland – providing a safe and permanent habitat for wildlife as well as an escape for people from the urban environments surrounding it.

The Forest stretches up the Warwickshire / Worcestershire border, from the present-day borders of Shakespeare's Forest of Arden to the edge of the Vale of Evesham – the north Cotswolds to south Birmingham. It is an area dense in cities, towns and industry. Which is why we are creating a place to walk under shady canopies and through airy glades, away from the bustle of city life.

The UK has less than a third of the native tree cover of many other European countries, including France, Germany and Italy. Planting tomorrow's great native woodland has already started. With 7,000 acres of land, the forest currently consists of 600 acres of mature woodland and 4,000 acres of new planting. We have planted an incredible 1.9 million trees so far, which is over 20% of the way towards our goal of a 30,000-acre forest. But with patience and your support, who knows how far it will grow!

More information can be found at www.heartofenglandforest.org