

Project Delivery Officer – Trees Call to Action Project (TCAP)

JOB DESCRIPTION

Job title:	Project Delivery Officer – Trees Call to Action Project (TCAP)
Salary:	£30,000 p/a pro rata
Hours:	Up to 37.5 hours per week – Monday to Friday 08.30 to 17.00 with occasional evenings and weekends. Flexible working and / or job share available
Reporting to:	Project Manager
Location:	Colletts Farm Office, Dorsington, Warwickshire, CV37 8AU and working across the three project areas: Stratford-on-Avon, Warwick or Wychavon districts, with some home working available.
Date:	June 2024 Fixed term contract until 28 th February 2025

JOB SUMMARY

An exciting opportunity has arisen for someone with widespread experience of project delivery, working as part of the current team delivering the Defra Trees Call to Action Fund project #Defra Heart of England: Growing momentum, capacity, skills and trees.

The project team work closely with project partners to deliver local area objectives, which include engaging local communities in tree planting and woodland maintenance, working with local communities to identify suitable areas for tree planting that will provide additional benefits and enhance their communities, as well as larger scale landowners willing to create woodland on their landholding. Staff will support communities and landowners alike through the regulatory and funding process, and work with them to match them with local people who wish to plant and maintain these new areas of woodland.

The project

A significant increase in tree planting is needed across Stratford-on-Avon, Warwick and Wychavon districts to raise the level of tree cover from 7%. Widespread engagement with landowners and local communities is urgently required to identify where trees can be planted to capture carbon but also provide benefits to biodiversity through increasing habitat connectivity, natural flood management through slowing the flow of flood water during extreme weather events and improving air, soil and water quality, whilst respecting local landscape characteristics.

The Heart of England Forest has been designing woodlands, planting trees and growing the Forest since 2003 on land purchased by the charity. The Heart of England Forest has been working strategically with Stratford-on-Avon, Warwick and Wychavon



District Councils as they develop their tree planting plans, building on local climate change mitigation and adaptation programmes.

Stepping across administrative borders and working in partnership across 193,400 ha, this project has and continues to build momentum, capacity and skills to deliver a long-term vision to increase tree cover across the landscape. The TCAP project delivery team are currently engaging and supporting landowners, farmers, businesses, parish and town councils, schools and colleges to get involved in tree planting. These excellent communicators with extra skills in mapping, engaging with people from under-represented groups to large scale landowners as well as having practical land based skills, are working with local communities to identify suitable areas for tree planting that will provide additional benefits and enhance their communities, as well as larger scale landowners willing to create woodland on their landholding. The TCAP team are and will continue to support communities and landowners alike through the regulatory and funding process, and work with them to match them with local people who wish to plant and maintain these new areas of woodland.

As we grow the level of tree cover across the landscape then more people are needed to plant and maintain the new woodlands. The Environmental Audit Committee report of 25th October 2021 highlights the skills gap between the environmental ambitions of UK Government and the ability to deliver actions identified in the 25 Year Environment Plan. This is echoed by the current high demand for conservation land management specialists and concerns of a lack of suitably trained, qualified and experienced people.

Our partnership has also created four new forest operative apprenticeships and is providing training for local volunteers, increasing the number of people with the requisite skills and ensuring sustainability of these new woodlands.

KEY RESPONSIBILITIES

Project Delivery

- Identify and map land suitable for tree planting. Carry out checks to assess suitability, for example, utility checks
- Engage with local communities, including organisations, businesses, schools and colleges, parish and town councils, to identify suitable areas for tree planting that will provide additional benefits and enhance their communities. Gain agreement on number of trees, location, timescale and future maintenance
- Engage with larger scale landowners willing to create woodland on their landholding and gain agreement for area, timescale and future maintenance once planted
- Support communities and landowners through the woodland design process, ensuring the right tree is planted in the right place and co-benefits such as biodiversity benefits, habitat connectivity and natural flood management are maximised
- Support communities and landowners through the regulatory and funding process for tree planting
- Engage with key stakeholder including the Forestry Commission to ensure plans are approved in line with relevant legislation
- Ensure all landowner agreements are in place
- Engage with communities and landowners to match them with local people who wish to plant and maintain these new areas of woodland.
- Ensure all data identified in the evaluation plan is collected and recorded

Compliance

- Undertake all appropriate risk assessments and ensure that all necessary action is taken to eliminate / control risk.
- Ensure that only appropriately qualified contractors are instructed to undertake works.

Communications

- Produce news stories for use on the charity and partners' websites
- Contribute information and photographs for social media communications
- Contribute to articles and news stories in the Heart of England Forest e-newsletter and magazine to help raise awareness of the work of the Charity

In addition, the post holder will:

Climate Change

- Champion the need for urgent action to tackle the climate crisis
- Commit to taking positive action to mitigate against climate change during the course of your duties

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 is undertaken within the Heart of England Forest health and safety policy and processes
- Support stakeholder visits where required
- Assist with the planning and delivery of Heart of England Forest events

- Be an ambassador for the Heart of England Forest
- 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
- Maintain good environmental and conservation awareness
- Perform any other duties consistent with the role and / or reasonably required by the Project Manager and / or Chief Executive

Hours

Normal working hours will be a minimum of 37.5 per week, normally between 08.30 and 17.00, Monday to Friday. However, occasional out of office hours work may be required, which may include evenings, weekends and bank holidays (for which hours can be accrued as TOIL).

Flexible working and / or job share would be considered for the post.

Location

The post will be based in the Heart of England Forest head office in Dorsington, but due to the nature of the role hybrid working will form part of the role. 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. Each project delivery post has been assigned a particular geographic area – Warwick, Stratford-on-Avon or Wychavon district – and will be expected to travel extensively across their project area, potentially on a daily basis. However, as the project has developed over time project team staff have undertaken work together on a collaborative basis across the wider project area and this is expected to continue and is encouraged.

More details on our locations can be found here: <https://heartofenglandforest.org/visit>. The postholder will need to ensure their vehicle has an up to date MOT and is insured for business use.

On days where duties don't require the candidate to be present in the Forest there may be the flexibility for the postholder to work from home or hot desk at one of the various Heart of England Forest office hubs.

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. There has never been a more important and exciting time to work in conservation. Climate change has never been higher within the public consciousness and political landscape, with tree planting at the forefront of carbon sequestration.
- Competitive salary with a Living Wage Foundation accredited employer
- 28 days holiday plus bank holidays
- Contributory company pension with 4.5% employer contribution
- Health Cash Plan – get cash back on opticians, dentists and more!
- Group Income Protection Scheme – to support you if you get sick
- Employee Assistance Programme – financial, physical and mental wellbeing support
- Access to exclusive discounts from thousands of retailers
- Life Assurance at four times your basic salary



PERSON SPECIFICATION

ESSENTIAL

- Proven ability to engage, motivate and manage stakeholders
- Negotiation skills – secure positive outcomes when negotiating with a wide range of internal and external project stakeholders
- Able to work effectively under own initiative and meet tight deadlines
- Ability to work co-operatively as part of an effective team
- Excellent communication and interpersonal skills
- Strong organisational skills
- Ability to be tactful and diplomatic when dealing with stakeholder enquiries, consultation, or complaints
- Effective project management skills ensuring that projects are delivered on time and to budget
- An enthusiasm for nature conservation and ecology
- A commitment to support the Heart of England Forest
- Full driving licence and daily access to a vehicle for work
- Proficiency in using Windows-based software packages including Word, Excel, Outlook, PowerPoint
- A flexible approach to work and, when required, willing to work [and attend events] outside normal working hours
- Able to communicate Heart of England Forest values and standards to supporters and stakeholders
- Willingness to develop new skills and take on new areas of responsibility

At least one of the following:

- experience of surveying and mapping land and habitats
- engaging with people from under-represented and disadvantaged groups
- engaging with large scale landowners and stakeholders
- practical forestry skills, woodland creation and woodland management

DESIRABLE

- Experience of working on externally funded projects, project evaluation and reporting
- A good understanding of health and safety principles and procedures

Our commitment to Equity, Diversity and Inclusion

The Heart of England Forest is committed to encouraging equity, diversity and inclusion amongst our current and future workforce. We are a Disability Confident Employer and part of The Race Report, driving diversity in the environment sector. We want our workforce to be truly representative of all sections of society and welcome applications from all qualified candidates.



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's an ambitious vision, which we're 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 over two 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's an area dense in cities, towns and industry. Which is why we're 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 700 acres of mature woodland and almost 4,500 acres of new planting. We have planted an incredible 2.1 million trees so far, that's over 23% 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

