



THE
HEART
OF
ENGLAND
FOREST

ESTATES MANAGER

CANDIDATE PACK

September 2024

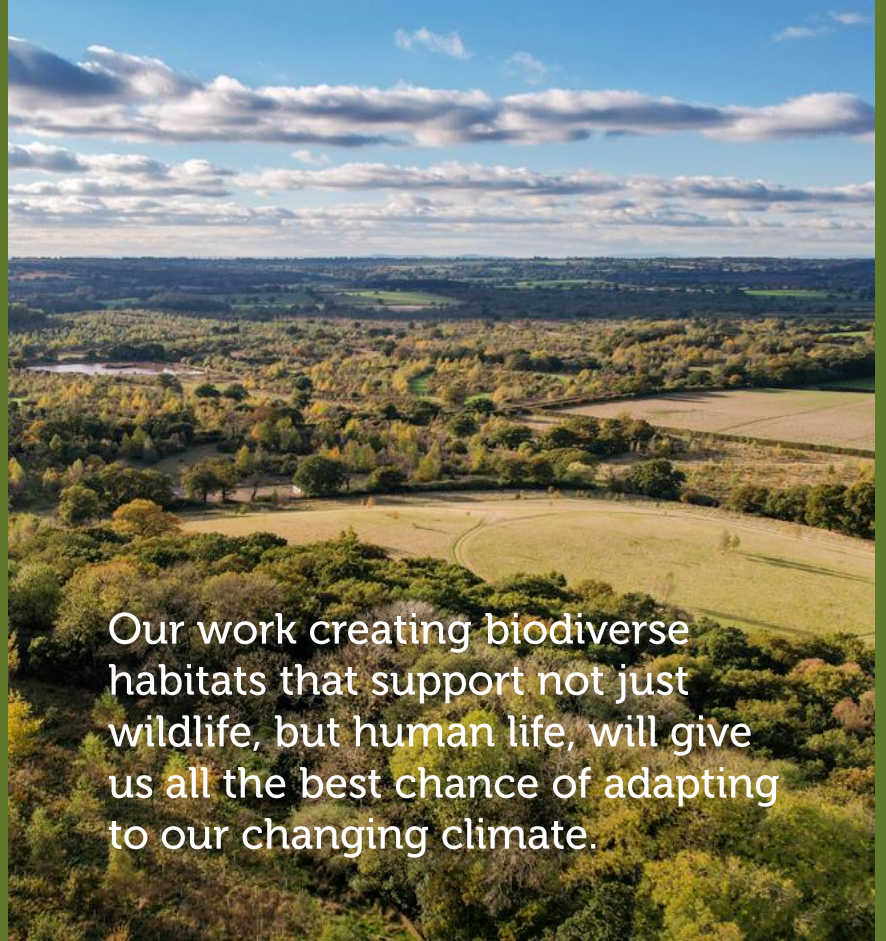
WHO WE ARE

The Heart of England Forest is **helping to reverse centuries of woodland decline** by creating and conserving a huge broadleaf forest in the heart of the country, a place of enduring natural beauty, protected and secured for generations to come.

We take our mission very seriously; it has never been more important to invest in our natural environment. Our work creating biodiverse habitats that support not just wildlife, but human life, will give us all the best chance of adapting to our changing climate.

The Forest is more than just trees...

It is home to an incredible array of habitats, including new tree planting, mature and ancient woodland, grassland, heathland, farmland, and wetland, that enable animals, plants, and people to thrive. As the Forest grows, **eventually covering 30,000 acres** (an area the size of 17,000 football pitches), so too will the benefits to both our health and that of the natural world.



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WHO WE ARE (continued)

To achieve this goal, we will plant 13 million native broadleaf trees. By planting a variety of up to 30 native species we are creating a climate change resilient woodland – mitigating against losses and keeping up to date with the latest scientific research on climate change adaptation for conservation and woodlands.

The Forest is all about connections; from its green corridors, the hundreds of miles of access for people to spend time in the outdoors, and our collaborations with partner organisations and the Local Biodiversity Action Plans to maximise biodiverse interconnected habitats that support the UK's native animal and plant life.

The significance and scale of our work cannot be underestimated: The Heart of England Forest will become one of the largest native forests in England.

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30 native species we are creating
a climate change resilient woodland



If this inspires you then please read on to find more about who we're looking for...

OUR PEOPLE

We take great pride in investing in our colleagues. We have developed and run an [internship programme](#) – a year long, paid placement which allows young people, or people changing career, to gain training and experience in all aspects of social forestry. We are also one of the first organisations to deliver the forestry apprenticeship, again as an important mechanism to address the skills gap and improve diversity within the sector.

[Read more here: Celebrating National Apprenticeship Week 2024 | Heart of England Forest](#)

Our Supported Internship Programme launched three years ago, with the aim of supporting young people with Special Educational Needs and Disabilities (SEND) to develop employability skills. 100% of our first cohort who applied for jobs with the charity were successful in gaining permanent employment and are [now employed across the forestry, tree nursery, and learning and skills teams](#).

Our amazing community of volunteers helps us with all aspects of creating and managing the Forest all year round, including tree planting, wildlife and habitat surveying, managing footpaths and assisting with our education programmes. We are proud to have been awarded the [Queen's Award for Voluntary Service](#), recognising the incredible support our volunteers give to the charity.

[Read more here: Heart of England Forest volunteers recognised with Queen's Award | Heart of England Forest](#)



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JOIN US

Maintaining and managing the Forest in perpetuity for the benefit of people, wildlife and the environment is our biggest challenge.

This is an exciting time of growth and development for the Heart of England Forest. With a new Chief Executive joining us this autumn, we will be reinvigorating our ambitious vision and updating our strategy to deliver one of the most significant resources for climate change mitigation and nature recovery in the country.

You can also find out more about our impact here charity here: [Our impact | Heart of England Forest](#) and in our most recent annual report: [Download our Annual Report | Heart of England Forest](#)

If you are inspired by our vision and our energy and would like to join us in creating an incredible breath of fresh air for the nation, we would love to hear from you.



THE ROLE

You will provide inspiring leadership to the estates team whilst managing our diverse portfolio of properties and the borders of our forest.

JOB SUMMARY

The Heart of England Forest is a significant landowner of a complex estate, with a mix of operational and income generating properties. The Charity's lands are spread out (with many parts not contiguous) across the Warwickshire and Worcestershire borders.

The charity has ambitious plans to grow from its current size of 7,500 acres and needs an experienced Estates Manager to join the team. Reporting to the Chief Operating Officer, the Estates Manager will ensure that the Charity's management of its land, borders and buildings continues smoothly as that growth happens.

We are looking for an enthusiastic individual with a "can do" attitude, who will be a passionate ambassador for the charity.



KEY RESPONSIBILITIES

ESTATES MANAGEMENT

- Protect the estate by proactively and reactively managing anything which might cause detriment to that value, such as trespass, unauthorised rights of way, encroachment, fly-tipping or wayleaves.
 - Maintain all aspects of the estate such as fences, gates, tracks, driveways, culverts and ditches, working closely with other teams, including Forestry, when required.
 - Maintain systems that allow the estate to be measured and monitored (e.g. land database, mapping software, buildings and lettings databases).
 - Working with the Senior Leadership Team (SLT), develop and implement estates management strategies, monitoring and reporting on their implementation throughout the relevant period.
 - Live near or within the boundaries of the Forest to allow rapid response to any incidents.
- Liaise with legal professionals to obtain advice on estate management issues such as encroachment, access rights, wayleaves, trespass.
 - Establish or maintain relationships with any neighbours as required to resolve estate boundary issues in a way that protects the charities rights but does not unnecessarily antagonise.
 - Implement licence systems to ensure all direct access into the Forest from private property is recorded and agreed.
 - Use up-to-date technology to ensure that all record keeping relating to estate matters is robust and efficient, and compliant with all relevant legislation such as data protection, and contractual obligations where these exist.
 - Ensure that the estate complies with all relevant legislation, statutory codes and guidance including health and safety, the management of rights of way, roadside trees, etc.

KEY RESPONSIBILITIES (continued)

FACILITIES MANAGEMENT

- Line manage the Facilities Manager and work with them to resolve operational challenges on a day-to-day basis.

FINANCE AND ADMINISTRATION

- Maintain all estate files and records.
- Document all processes and file retention methodology such that in the event of business disruption, the estate continues to run smoothly.
- Maintain departmental risk registers and represent the department in cross-functional working groups (for example, the Health & Safety Forum).
- Co-ordinate an annual assessment of the Charity's built-asset values, to support the production of the annual report and accounts for all group entities, coordinating third-party valuations at least every three years.

VALUE ENHANCEMENT

- Prepare analysis and proposals that would support financial improvement of the estate, such as the sale of unused buildings.
- Liaise with planning consultants as required to increase the value of the estate or to minimise risk.
- Maintain awareness of developments in local, regional or national planning strategies, and produce papers to inform colleagues, including the SLT and the Board of Trustees.
- Support the assessment of potential acquisitions and carry out all necessary checks on land and buildings acquired (immediately post-acquisition).
- Co-ordinate the sale of properties acquired as part of the Charity's land acquisition strategy, but that require immediate or subsequent disposal.
- Establish and manage all grazing, cropping, pest-control, wayleaves and other licences throughout the estate.

KEY RESPONSIBILITIES (continued)

PROJECT AND CONTRACT MANAGEMENT

- Produce and implement project plans using a defined project management methodology to manage (or sponsor) all project activity.
- Undertake direct project management of minor works and act as client representative on major projects.
- Procure contractors through fair and impartial competitive tendering, adhering to any donor or internal procurement guidelines (and the scheme of delegation) at all times.
- Ensure completion of a suitable form of contract (e.g. JCT/NEC/RIBA) according to the scale and scope of works.
- Undertake ongoing monthly monitoring and reporting, and post-project appraisals for all projects, and prepare reports on these subjects for SLT and Board Committees.

OTHER RESPONSIBILITIES

- Support the COO in all relevant Board and Committee activities, attending meetings as required.
- Identify the roles and responsibilities required for the functions as the charity grows, recruiting or adjusting the teams where necessary as goals are met and new ones are set.
- Foster and develop relevant partnerships with other organisations to enhance resource and expertise available to The Heart of England Forest.
- Raise the profile of The Heart of England Forest through external presentations, articles, comment and membership of networks.
- Maintain relationships with suppliers, corporate partners and regulatory bodies.
- Any other tasks as requested by the CEO or COO commensurate with level and experience.

KEY RESPONSIBILITIES (continued)

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.
- 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 Chief Executive or Chief Operating Officer.



YOUR SKILLS AND EXPERIENCE

EXPERIENCE AND KNOWLEDGE

- Significant practical experience of management on a large rural estate.
- Comprehensive knowledge and experience of:
 - Property law and regulation.
 - Managing contractors.
 - Landlord and Tenant legislation.
 - Planning legislation as it relates to our estate.
- Ability to be tactful and diplomatic when dealing with public enquiries, consultation, or complaints.
- Diligent approach to compliance; risk management; and health, safety, and security.
- Good IT skills.
- Full driving licence.



YOUR SKILLS AND EXPERIENCE (continued)

SKILLS AND ABILITIES

- Able to work effectively under own initiative (and in a practical sense), as well as coordinating or cooperating with others to deliver objectives.
- An appropriate level of physical fitness and the ability to work safely on semi-remote development sites.
- Able to attend emergencies outside of usual working hours.
- Ideally have a Health and Safety at Work qualification e.g. NEBOSH

STYLES AND BEHAVIOURS

- Be a good communicator who can work internally at all levels up to the Board and externally with all neighbours, establishing positive relationships across the estate.
- You will possess a collaborative and diplomatic style.
- Be deeply committed to our Vision.
- Be confident, resilient, and forward-thinking.
- Be innovative with an aptitude for developing creative new approaches to finding the right solutions for the Charity.

TERMS OF APPOINTMENT

Annual salary: £48,000-£53,000

Hours: Full-time and permanent

Annual leave: 28 days, plus bank holidays

Additional benefits:

Contributory pension scheme
(matched at 4.5%)

Group income protection scheme

Group life assurance scheme
(x4 death benefit)

Employee assistance programme

Medical health cash plan

HOURS

Normal working hours will be 37.5 a week, usually between 08.00 and 17.00, Monday to Friday. However, some out of office hours work will be required, which may include evenings, weekends, and bank holidays, for which time off in lieu will be given.

LOCATION

The post will be based at our head office in Dorisngton near Stratford upon Avon, with extensive travel across the Heart of England Forest daily, sometimes out of hours, 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.

We have a beautiful 3 bedroomed cottage available for rent within the boundaries of the Forest, so if you do require accommodation this is available through our agents.



Help grow and shape
England's largest new
native broadleaf
woodland

HOW TO APPLY

If you believe that you are the right person to help take our work and ambition to the next level, we really want to hear from you.

Email your CV and supporting statement (no more than two pages)
to: jobs@heartofenglandforest.org

The deadline for applications is: Sunday 13th October 2024 at midnight.

The Heart of England Forest is committed to safeguarding and promoting the welfare of children and vulnerable adults. Applicants must be willing to undergo protection screening appropriate to the post including checks with past employers and an enhanced DBS disclosure.

Planting tomorrow's great native woodland

 heartofenglandforest.org  [@heartofenglandforest](https://www.facebook.com/heartofenglandforest)

 [@The_HOEF](https://twitter.com/The_HOEF)  [@theheartofenglandforest](https://www.instagram.com/theheartofenglandforest)  [Heart of England Forest](https://www.linkedin.com/company/Heart-of-England-Forest)



DIVERSITY STATEMENT

We are building a culture where diversity is valued, and we can all be ourselves. We still have work to do but are strongly committed to inclusive practices which demonstrate fairness, equality, and anti-racism in everything we do. We will not tolerate less favourable treatment of anyone, especially those with legally protected characteristics, and welcome applications from all sections of all communities.

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