



## Job Description

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Job title:	Ancient Woodland Restoration Project Officer (Ref RDIA0116)
Department:	Public Affairs
Reporting to:	Project partner and relevant Ancient Woodland Restoration Project Manager
Location:	Home based
Hours of work:	37.5 hours per week – 8.30am to 5.00pm with 1 hour lunch but flexibility required
Contract:	Fixed term contract to 31 <sup>st</sup> March 2018
Salary:	£24,000 to £27,000
Funded:	Funded by Heritage Lottery Fund: Ancient Woodland Restoration Project'

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## Job Summary

As part of the HLF funded Ancient Woodland restoration project, the post holder will be hosted by RDI Associates Ltd (RDIA), our project partner for the Great Glen and Three Firths project area. The aim of the post is to engage private owners and managers of plantations on ancient woodland sites (PAWS) and encourage them to undertake active restoration management of their woods. This will be achieved by investigating the PAWS resource and its ownership, making contact with owners and managers and advising, supporting and encouraging them to undertake appropriate restoration management through direct contact, organising training events and other communication mechanisms.

The successful candidate will be employed by RDIA with significant input, training and support from the Senior Woodland Restoration Project Manager from the Woodland Trust.

RDIA is an associated company of Rural Development Initiatives (RDI) and wholly owned by the Directors of RDI. Formed in 2005 as a not-for-profit company limited by guarantee, RDI works at the forefront of sustainable rural development across the UK and in other parts of the EU, in partnership with and under contract to local, regional and national public, private and charitable bodies. RDI's primary objective is to work in partnership with the public sector to improve the profitability of land-based businesses by providing both immediate and longer term benefits for those working or wishing to work in these inter-related industries. This objective will be achieved through the effective management and delivery of public/private funded training, business development and research projects. Further information can be found at [www.ruraldevelopment.org.uk](http://www.ruraldevelopment.org.uk)

The post will be home based and will work to RDIA's general employment terms and conditions; these including: -

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**Benefits:**

- FTE Salary Range: £24,000 to £27,000
- Contributory pension scheme
- Group life insurance cover

**Conditions:**

- Fixed term contract to 31 March 2018 - subject to successful completion of a 6 month probationary period
- Full time equivalent of 37 hours per week
- 20 days annual leave (rising 1 day per year to 25 after 5 years service) plus 8 days Public Holiday
- Mileage allowance paid on business trips @ 45p/mile for the first 10,000 miles; 25p/mile thereafter
- TOIL (time off in lieu) system to enable flexible working

**Line Management:**

The Project Officer will be responsible to the RDIA Director.

The posts will report to a Steering Group comprised of WT and RDIA representatives at quarterly project meetings.

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**Key Responsibilities**

Responsibility	Percentage
Landowner engagement and advice	35
Investigating the PAWS resource	15
Workshops for owners managers and interest groups and contractor training events	10
Utilise volunteers and be open to volunteering opportunities	10
Local publicity and compiling local case studies to raise the profile of AWR	5
Work in partnership with local organisations and stakeholders	5
Co ordinate and prepare SG meetings and report on progress in a specified format	5
Investigate novel approaches and partnerships to achieving project outcomes	5
Oversee consultants if required	5
Perform other duties which may reasonably be assigned to them by their manager or supervisor	5
Total	100%

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**Minimum Requirements**

- Relevant degree, HND or equivalent experience.
- Experience in writing and delivering woodland management plans, with particular experience with ancient woodland.



- Experience of advising and working with woodland owners and managers.
- Experience of working with contractors.
- Knowledge of relevant woodland grant schemes.
- High standard of IT skills and ideally experience of using databases, Geographic Information Systems (GIS) and digital photography.
- A broad understanding of publicity and promotion.
- A full driving licence and/or the ability to undertake travel across a wide area.

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## **Qualities/ Skills Required**

### **Professionalism**

To convey a professional approach to all those you are in contact with.

Excellent verbal and written communication skills and the ability to make presentations and speak effectively to an audience from diverse backgrounds.

The ability to enthuse others whilst being aware and responsive to their drivers and objectives.

### **Achieving Results**

Ability to prioritise and focus on the outputs and outcomes of work tasks.

### **Collaborative Working**

Good inter-personal skills, and ability to build effective working relationships with a wide variety of people and partners. Good team working.

### **Taking Responsibility**

High level of self motivation and personal organisation.

Ability to work under own initiative.

Ability to work alone (sometimes difficult terrain and weather conditions).

### **Innovation**

To be innovative, and demonstrate an ability to create and deliver new ideas that further the work of the project.

### **Learning**

Able to demonstrate a willingness to develop your own skills and help develop those around you.

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<p>The post holder is expected to demonstrate alignment to, and willingness to support, the organisations purpose and aims and commitment to its values and behaviours</p>
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Selection criteria and procedures are regularly reviewed to ensure that individuals are treated on the basis of their relevant merits and abilities. A copy of our Equal Opportunities Policy is available on request.

We all have a duty to ensure that our acts or omissions at work do not impact on the health and safety of others and ourselves and that we abide by any safety measures as directed and in accordance with the RDIA Health & Safety Policy.

If necessary:

This post may be office or home based depending on the arrangement with the host partner. If it is home based you will be expected to provide a suitable environment in which to create a home office. All necessary office equipment will be provided.

#### Application Procedure

Carefully read the job description and person specification and consider how your skills and experience would enable you to undertake the role described. Make sure you address each aspect of the person specification in your application.

Once you have done this, send your completed CV (maximum 2 sides A4) and a brief covering letter (maximum 2 sides of A4) and e-mail only to [will.richardson@ruraldevelopment.org.uk](mailto:will.richardson@ruraldevelopment.org.uk) - put your surname, initials, job title and reference number 'Smith, J – Project Officer RDIA0116' in the 'Subject' box. Please include a telephone number where you can be contacted if you are selected for interview.

All applications must be received by **9.00am** on the 3<sup>rd</sup> October 2016. Applications received after this time will not be considered. Interviews will be held on the 13<sup>th</sup> October 2016 in Perth.