



COMMUNITY WOODLANDS ASSOCIATION

Director

Job Description and Person Specification
Salary £25200 for 3 days/22.5 hours per week

An exciting opportunity has arisen at the Community Woodlands Association

The Community Woodlands Association (CWA) is looking for a dynamic individual with a passion for community woodlands, and good leadership and managerial skills.

Our Director will be ambitious for the CWA and its members, have management experience, have knowledge and understanding of working with communities and an awareness of the community woodland sector, and have the skills to work effectively with a wide range of stakeholders.

Community Woodlands Association

CWA is a charitable company limited by guarantee, established in 2003, which supports member groups to achieve their aspirations and potential, and represents community woodland groups throughout Scotland. It is governed by a Board of Trustees and led by a Director who currently manages a Senior Woodland Officer, a Development Officer and a Native Woods Project Officer.

CWA is recognised as the go-to organisation for all aspects of community woodland management throughout Scotland. It provides support, advice, training workshops, networking opportunities and contractual services to member groups as well as promoting the benefits of the community woodland sector to the wider world.

CWA's core work is supported by a revenue grant from Scottish Forestry and funding for the current year has recently been awarded. CWA secures additional funding from a variety of sources to enable relevant projects to be carried out. It offers a consultancy service to member groups and others and this provides a further source of unrestricted funding.

Membership currently stands at around 160 groups who are managing thousands of hectares of woodland and open space. Just over half own their woodlands, while the remainder lease or work through a variety of formal and informal partnership arrangements.

The candidate

As a result of the resignation of our long-standing Director, CWA is taking the opportunity to review the role and search flexibly for the next person to lead our organisation. The successful candidate will have experience of leadership and management, a knowledge of working with communities and ideally the community woodland sector in Scotland, an appreciation of the support and funding available for community and forestry-related activities throughout Scotland, an ability to promote the needs of the sector, experience of managing staff and working effectively with a Board of voluntary trustees, and a proven

ability to exercise sound financial control of a budget. An understanding of silviculture and sustainable forest management would be desirable, but not essential.

CWA is seeking an individual who is passionate about helping to deliver positive outcomes for the community woodland sector throughout Scotland and shows a willingness to embrace the challenges and opportunities that lie ahead.

The role

The Director will be responsible for managing the day-to-day operations of the organisation of its staff. S/he will support existing and aspiring community woodland groups and provide advice and information on sustainable woodland management. S/he will develop and manage projects which support CWA members, and which deliver our objectives and will represent and promote the CWA at regional and national policy level.

Fund raising, partnership working and seeking appropriate opportunities to sustain the financial sustainability of the organisation are key, as is liaising with funders to ensure that all required outcomes of any funding are achieved.

The role involves coordination of, tendering for, and delivery of, consultancy contracts related to community woodland groups and other organisations engaged in woodland creation and management. The delivery of successful tenders can be by internal CWA capacity or by subcontractors.

The terms

The successful candidate will be offered the post initially for a 6-month probationary period, during which time either party may terminate the contract. The post will be based at the candidate's home and an appropriate home-working (taxable) allowance of £120 per month will be offered. Travel and subsistence costs will be reimbursed.

The post is offered initially on the basis of 3 days/22.5 hours per week with salary of £25200 (£42000 FTE). Following a successful probationary period, the post-holder will be offered a rolling one-year contract, with annual renewal subject to funding.

The post carries 20 days' annual leave (inclusive of public holidays).

An employer pension contribution of 5% is offered.

The Director will report to the Chair of the Board of Trustees.

How to Apply

To apply, please send a current CV and letter outlining how you demonstrate the required criteria to Willie McGhee at willie@communitywoods.org

Contact Willie at the above email for an informal discussion about the post.

Applicants for this post will be considered as part of a "rolling recruitment" process, such that the Recruitment Panel will respond to applications as they are submitted.

The responsibilities

The main responsibilities of the successful candidate will include the following:

- Ensure the effective and efficient running of all aspects of CWA including sound financial and resource management, fundraising and good forward planning to achieve sustainability for the organisation
- Service the Board of Directors and ensure it is kept up to date with operational matters and fully involved in policy and strategic development
- Develop, manage and support an effective staff team
- Support groups to acquire and/or develop assets to achieve maximum community benefit
- Sign post existing and potential member groups on sources of advice and information on sustainable woodland management
- Develop and coordinate projects to support CWA member groups and deliver CWA objectives
- Coordinate tenders for consultancy contracts related to community woodlands and CWA member groups
- Work with CWA trustees to represent and promote CWA at regional and national policy level

The Person Specification

The essential qualifications, experience and attributes of the successful candidate and desirable additional experience are as follows:

Qualifications and training

Desirable

Degree in Forestry or related subject; Degree/vocational equivalent in management and/or community or rural development

Work experience

Essential

- A minimum of 3 years' experience in a management role
- Knowledge of working with communities
- Experience in successful project management
- Experience of liaising effectively with stakeholders
- Experience of working effectively with a voluntary Board of Directors

Desirable

- Experience of working in the community woodland sector
- Proven ability to influence policy-makers
- Experience of liaising with stakeholders at regional and national levels

- Experience in the preparation of innovative approaches to problems

Knowledge, skills and abilities

Essential

- Good interpersonal skills showing ability to influence and motivate others
- Good presentational and written communication skills, including formal papers and reports
- Self-discipline and self-motivation
- People management skills

Desirable

- Good knowledge of the roles and structures of organisations engaged in development support and public service delivery throughout Scotland
- Practical experience of the realities of community life in more remote areas
- Knowledge of the structures and roles of public agencies engaged in the community woodland sector
- Sound knowledge of forestry support systems
-

Technical skills

Essential

- Good computer and IT skills
- Good understanding of effective communication tools
- Confidence with remote working communication technologies and practices

Job circumstances

Essential

- Ability to work effectively from home with minimum supervision
- Ability to work outwith normal office hours when required
- Ability to build a strong team ethos among staff
- Strong motivation and enthusiasm for the role
- Clean driving licence and access to own transport

Desirable

- Early start date