

Job Description

Forest Creation Officer

Job title:	Forest Creation Officer
Employer:	The Forest of Marston Vale Trust
Location:	The post will be based at the Forest Centre & Millennium Country Park, Station Road, Marston Moretaine, Bedfordshire MK43 0PR.
Contract & hours:	Fixed term until 31 March 2025, with potential to become permanent; Full-time position (37.5 hours per week)
Reporting to:	Forest Director; day-to-day supervision by Forest Development Officer
Responsible for leadership and supervision of:	Contractors, Forest Volunteers, temporary staff & other volunteers as and when appropriate and consistent with delivery of job purpose

Job Function and Purpose:

The key purpose of the Forest Creation Officer is to secure increased levels of woodland creation and tree planting to further the creation of the Forest of Marston Vale. The Forest Creation Officer will accelerate the practical delivery of the key woodland creation, landscape enhancement, habitat creation & management, recreation and access improvement aims and objectives of the Forest Plan. They will achieve this principally via proactively working with land owners and managers, promoting, securing and implementing new projects and schemes. They will be instrumental in delivering our c.£8m Trees for Climate programme, supported by Defra (via the Nature for Climate Fund), which seeks to create c.500 hectares of new woodland by 2025.

Main duties and responsibilities

1. To substantially increase tree planting and woodland creation activity across the Forest of Marston Vale.
2. To work closely with the Forest Development Officer and Forest Director to successfully deliver c.500ha of woodland creation under the c.£8m Trees for Climate programme by 2025.
3. To be proactive in engaging with land owners and managers to promote and secure opportunities to deliver key Forest Plan objectives regarding tree planting & woodland creation, sustainable woodland management, non-woodland habitat creation & management, access/recreation, and biodiversity.
4. To provide professional advice and support to land owners and managers regarding tree planting and woodland creation, sustainable woodland management, non-woodland habitat creation & management, access/recreation and biodiversity matters.
5. To undertake surveys and assessments of land, subsequently design and prepare tree planting, woodland creation and other habitat creation schemes and secure all necessary consents and permissions to enable implementation, working both individually and through providing advice/support to others.

6. To ensure the successful implementation of tree planting, woodland creation and other habitat creation schemes in accordance with good practice standards/guidance, including managing and supervising contractors, volunteers and others to achieve this.
7. To serve as a primary contact within the Forest Team for liaison with land owners and managers in the Forest of Marston Vale and ensure positive working relations with the farming community.
8. To help strengthen and develop external relations with key partners and agencies at operational levels, particularly the Forestry Commission, Natural England, NFU/CLA, land agents and Local Authorities, in the interests of ensuring effective partnership working to deliver Forest Plan objectives.
9. To both manage and support the delivery of a range of projects compatible with delivering the aims and objectives of the Forest Plan, working closely with other members of the Forest Team and partners, as necessary.
10. To help develop and implement new projects and initiatives to assist with delivery of the core woodland creation targets of the Forest of Marston Vale.
11. To manage any staff, budgets and other resources in a responsible manner to effectively deliver agreed duties and responsibilities.
12. To promote the Forest of Marston Vale, and represent the interests of the Forest of Marston Vale Trust, at public events and with the media, as required.
13. To apply all policies and procedures of the Trust, including those relating to Health and Safety and Equal Opportunities.
14. To take a positive role in relation to Customer Care and Quality Programmes and actively foster good public relations.
15. To undertake duties of a similar level and responsibility as and when required, in accordance with delivering the aims and objectives of the Forest Plan.

Prepared by:

James Russell, Forest Director

May 2021

Person specification

Forest Creation Officer

	Essential	Desirable	How tested?	
			App	I/V
Qualifications	<ul style="list-style-type: none"> Qualified to HND/degree level in forestry, land/countryside management or related field, or equivalent work experience. 	<ul style="list-style-type: none"> Professional membership of the Institute of Chartered Foresters, or another relevant professional body, or currently pursuing membership; 	✓	
Work experience	<ul style="list-style-type: none"> At least 1 year's professional experience in a forestry, land management or natural environment context; Practical experience of designing and delivering tree planting and woodland creation schemes, on the ground, or through advice to others, incl. grasp of constraints and opportunities; Experience of working positively with farmers, land managers and land agents; Experience of practical tree planting, woodland creation, woodland management and countryside management project work; Producing works specifications and basic contract documents; Supervising and managing contractors to successfully implement practical works; Experience of working successfully in a small, multi-disciplinary team; 	<ul style="list-style-type: none"> At least 3 years professional experience in a forestry, land management or natural environment context; Providing advice to farmers and land managers on forestry, countryside management, agri-environment or similar topics; Experience of the EIA regulations and process for forestry projects, particularly woodland creation; Experience of working with any of England's Community Forests, or similar initiatives; Working with a range of public, private and charitable sector organisations; Experience of proactive relationship development and management in a range of professional contexts; Project development, implementation and management; Experience of public speaking and presenting to groups; Production of communications and/or promotional materials for farmers; 	✓	
Skills, Knowledge & Aptitude	<ul style="list-style-type: none"> Excellent written and verbal communication skills; Excellent interpersonal skills; Excellent creative thinking and problem-solving skills; Excellent organisational and admin skills with proven ability to plan and prioritise own workload when under pressure; Good working knowledge of woodland creation and other land management practices, including best practice guidance; Broad ecological knowledge of a range of habitats, their importance and their management for conservation; Excellent IT literacy (incl. Microsoft Office); Knowledge of GIS (Geographic Information Systems); 	<ul style="list-style-type: none"> Knowledge of agri-environment, landscape and woodland creation grants, non-government support mechanisms, and the relevant regulatory framework; Familiarity with lowland farming and land management; A proven ability to understand and engage with farmers, land managers and their advisors; Producing reports/papers etc.; Good environmental awareness (climate change, sustainability etc.); Proven skills in using GIS for mapping/targeting; Familiarity with the Woodland Carbon Code; 	✓	✓

Personal attributes	<ul style="list-style-type: none"> • Highly personable and engaging; • A motivated and creative self-starter with drive, determination and initiative; • A strong team player and good listener, quick to grasp the needs of others; • High level of enthusiasm and self-motivation, with a willingness to learn, adapt and excel; • An ability to work both independently and as an integral part of a small team; • Passionate about planting trees, creating woodlands and improving our natural environment; • Willing and enthusiastic about working flexibly outside the specific role if required by the demands of the team; 	<ul style="list-style-type: none"> • Dynamic, persuasive, pleasant with confident manner, and professionally minded; • Strong ability to put people at ease and create rapport and empathy easily; • Strong environmental advocate; • Ability to manage competing demands, work to deadlines and keep calm under pressure; 	✓	✓
Other	<ul style="list-style-type: none"> • Full driving licence; • Access to a car for business use (mileage paid); 		✓	

DISCLOSURE & BARRING SERVICE (DBS) CHECKS

Please note that this post may be subject to a DBS check (and/or equivalent checks introduced under new schemes) and all offers made regarding this post will be subject to acceptable results from any DBS checks, as well as the normal references.

VARIATIONS

This is a job description of the job as it was seen at the date shown below. However, this job description will be periodically reviewed to ensure that the duties continue to relate to the job to be done. If, as a result of the review, it is considered necessary to amend it to reflect a new situation, it will be updated.

FLEXIBILITY

Other duties of a similar level and responsibility may well arise from time to time and the post holder will be expected to undertake them as required.

Prepared by:

James Russell, Forest Director
May 2021