

Job description and Person Specification

Job Title:	Community Forest Manager	Location	CCW office at Muirdrochwood, Carsphairn	
Salary	£31,000	Vacancy Type	5 year fixed term, subject to funding	
Reports To:	Director of CCW	Hours	37.5	
Direct Reports:	Community Forest Worker	Disclosure Check required	Yes	
Purpose of the Job:				
<p>The manager will, under guidance from a Director, oversee all aspects of the Community woodland including sustainable management of 48.7ha forest adjacent to Kendoon Loch and Water of Ken, the woodfuel enterprise, development of community-based recreation and a rural skills training centre. This is a small forest with a lot going on!</p> <p>We are looking for a skilled and highly motivated individual to manage the site, implement the CCW Management Plan and develop the long-term sustainability of the woodland as a community asset, which will include securing external contracts. The Manager will also be required to carry out forest work alongside the Community Forest Worker when required.</p>				
Context of the Job:				
<p>Carsphairn Community Woodland Ltd (CCW) is a Company Limited by Guarantee (SC591976) incorporated on 20 March 2018 and with a volunteer Board of Directors elected by a community membership.</p> <p>CCW has acquired 48.7 ha of woodland at Muirdrochwood with a vision to create a sustainable forest providing outdoor space for the community, local employment and a rural skills training centre.</p>				
Dimensions of the Job:				
<ul style="list-style-type: none"> This role will have a remit in the Glenkens and surrounding area and some travel within Dumfries and Galloway. 				
Working Relationships and Key Contacts:				
<ul style="list-style-type: none"> Internally: Directors, Volunteers Externally: local Community groups; South of Scotland Enterprise; Tarff Valley Ltd; Scottish Rural College; local schools; Skills Development Scotland; Developing the Young Workforce; Community Woodlands Association; Scottish Forestry; local organisations such as Galloway Glens Landscape Partnership, Galloway and Southern Ayrshire Biosphere and tourism groups such as South of Scotland Destination Alliance. 				



<p>Key Accountabilities:</p> <ul style="list-style-type: none"> • Management of the woodland and associated funding applications. • Work to build strong relationships with the local community, promoting and coordinating community involvement and developing Muirdrochwood as a venue for community volunteering and recreation. • Overseeing and line-managing the CCW Forest Worker. • Tendering for and managing external contracts and coordinating sales of timber and firewood. • Development and management of the training programme for rural skills and forestry. • Developing future business and project opportunities e.g. tourism accommodation facilities. • Implementing appropriate health and safety protocol in the woodland • The post holder may be required to work flexible hours, where necessary, to meet the demands of the post. Time off in lieu will be given.
<p>Terms and conditions:</p> <ul style="list-style-type: none"> • The Community Forest Manager will be expected to work from the CCW office at Muirdrochwood. On-line computing facilities will be provided. A significant amount of the post holder's time will be spent in the woodland. • The Community Forest Manager will use his or her vehicle for work related journeys. It is the responsibility of the post holder to ensure that their insurance covers them for this purpose. A mileage allowance based on Inland Revenue recommended mileage rates will be payable monthly in arrears. This will not be payable for the journey to and from work. • Pension contribution in line with current legislation. • Carsphairn Community Woodland has an equal opportunities policy to ensure all members of staff employed by CCW and all applicants for employment will be given equal opportunity irrespective of sex, marital status, race, colour, nationality or ethnic origin, in all aspects of recruitment, employment, promotion and training. CCW is committed to giving full and fair consideration to people with disabilities applying for this post who possess the relevant skills and experience.

THE PERSON SPECIFICATION

<p>Qualifications and Experience:</p>	
<p>Essential Criteria:</p> <ul style="list-style-type: none"> • Appropriate forestry qualifications such as a National Diploma, HND or degree • Skilled in use of MS Office - ability to document & record information in written or electronic formats - maintaining clear and concise team, H&S and site records • Full and clean driving licence 	<p>Desirable Criteria:</p> <ul style="list-style-type: none"> • Previous experience of working in the community sector with demonstrable experience in community driven sustainable development • Experience in working with timber and wood fuel • Qualified as an indoor and emergency & forestry first aider

<ul style="list-style-type: none"> • Appropriate machinery qualifications (Chainsaw etc) 	<ul style="list-style-type: none"> • Assessor/internal verifier for SQA and/or City and Guilds • Member of the Institute of Chartered Foresters • A keen interest in sustainable woodland management and climate change
<p>Knowledge and Skills:</p>	
<p>Essential Criteria:</p> <p>Experience of:</p> <ul style="list-style-type: none"> • Woodland management and forestry operations • Forest design and woodland management planning • Using forest machinery: chainsaws etc. • Developing and submitting funding applications • Project development and management • Interpreting guidelines and policies in order to advise and guide <p>And to possess excellent communication skills, both written and oral</p>	<p>Desirable Criteria:</p> <p>Experience of:</p> <ul style="list-style-type: none"> • Training students in forestry • New business development • Cartography and forest design plans • Trainer in rural skills
<p>Personal Attributes:</p>	
<p>Essential Criteria:</p> <p>Ability to:</p> <ul style="list-style-type: none"> • Contribute to and lead on team and process development • Work as part of a team or under own initiative - job requires a willingness to take on responsibilities, challenges and be self-motivated • Manage own time and the time of others, ensure jobs are completed within specified time frames • Be motivated, physically fit and able to work hard out of doors in all weathers and be involved in a range of physical tasks • Hold current and valid tetanus vaccination 	<p>Desirable Criteria:</p> <ul style="list-style-type: none"> • Experience of working with and leading volunteers • Having a strong passion for the environment and sustainable woodland management