



Job Specification

Senior Woodland Officer

Purpose:	To lead the annual programme of woodland creation, and the woodland team
Reports to:	Head of Land Management
Location:	Clitheroe
Hours:	37.5 hours per week (Flexibility considered)
Salary:	£33,000-£37,000
Contract:	24-month fixed term contract (with the potential to become permanent subject to funding)

Ribble Rivers Trust (RRT) is a regional charity established in 1998 to conserve the Ribble Catchment, particularly its rivers, brooks, becks, and streams. Over the last 15 years, RRT has developed and grown into a sector-leading organisation, trusted and known for getting things done, strong partnership working and a collaborative approach.

Integrated and holistic team working

We have five teams focusing on Data and Evidence, Land Management, People and Learning, River Conservation and Core Services. Every team member is empowered to achieve their best. Our teams work together on projects to improve, protect, and create a mosaic of habitats and land uses that will lead to a healthy river environment. This is underpinned by a science-driven approach that helps us to focus on areas that have the greatest issues and could benefit the most from our efforts.

Make a meaningful difference to the local environment

With support from a wide range of funders, the Trust delivers significant amounts of on-the-ground habitat conservation activities, including woodland creation, farm advice, river channel habitat improvement, wetland creation and fish passage projects, to name a few. We also work extensively with local volunteers, including

tree planters, and a growing group of Citizen Scientists who help us to monitor the health of the catchment and the impacts of our projects.

We also work collaboratively and in partnership with a range of organisations. These include the Environment Agency, United Utilities, Jamie's Farm, Woodland Trust, Lancashire Wildlife Trust, Yorkshire Dales Millennium Trust, RSPB, The Forest of Bowland National Landscape, and many Local Authorities.

Be part of an innovative, collaborative, and values-driven team

The Trust has a passionate and creative team, committed to making a difference to the environment through an evidence-led approach. Working together the team pool knowledge, skills, and experience to help each other, problem solving collaboratively, and delivering multiple benefits from our actions.

Why Woodlands?

Woodlands are one of the most beneficial habitats for rivers, delivering a range of benefits including, better habitat, cooler and more shaded streams, reduced nutrient input, and reduced downstream flood risk. Of course, woodlands themselves are a hugely valuable habitat supporting unique biodiversity and also bring amazing benefits to people's health and well-being.

As such the Trust is looking to recruit a positive and pro-active person to lead our woodland creation and maintenance programme.

Ribble Rivers Trust is an equal opportunities employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and apprentices.

Job Description

This role will have responsibility for delivering the annual programme of woodland creation projects, including leading the growing woodland team, from concept through to delivery. The duties will specifically include:

- Establishing a pipeline of woodland creation projects covering a minimum of two planting seasons (building on our existing pipeline for 25/26 and 26/27).
- Developing new woodland creation projects, including contacting, visiting, and working with landowners.
- Preparing and submitting applications to obtaining necessary consents and permissions (including Environment Agency permits and landowner legal agreements).
- Responsibility for the procurement associated with woodland creation.
- Supervising others in the Woodland Team.
- Supervising any contractors delivering works.
- Co-ordinating workload with other project managers and officers.
- Supporting volunteer activity with the Trust's Volunteer Supervisor.
- Responsibility for co-ordinating and ensuring woodland maintenance.
- Undertaking site visits to monitor progress of works, keeping records, and reporting onward.
- Responsibility for managing finances of woodland projects, including forecasting, monitoring, reporting and ensuring all funds are claimed and received.
- Working with the wider RRT team to ensure project costs are in line with overall project budgets.
- Identifying and applying for funding for woodland creation schemes (such as Forestry Commission English Woodland Creation Offer and Woodland Trust Grow back Greener), and funding to support the activities of the woodland part of the Land Management Team.
- Completing all necessary reports and keep suitable records in line with the funding requirements and document retention policy.
- Helping to identify and apply for funding for woodland creation schemes, including Forestry Commission woodland creation grant schemes.
- Maintaining and developing partnerships with stakeholders, including the Forest of Bowland AONB, Yorkshire Dales Millennium Trust, The Woodland Trust, Environment Agency, Natural England, United Utilities and other related partners.
- Contributing to and assisting in the production of publicity and marketing materials.
- Working with and help the wider Trust team to engage with local communities including attending events, speaking to volunteers, and supporting other RRT activities, e.g. Rivers in the Classroom.
- Any other reasonable duties as required by RRT.

The role will be based principally within RRT offices in Clitheroe but will be expected to work across the catchment. Pool vehicles, including 4x4's, vans and an ATV, are available to aid team members in their work.

The benefits of working for Ribble Rivers Trust

- The post holder will be based in a hybrid working environment; based a minimum of 3 days a week at RRT's offices in Clitheroe (Tuesday to Thursday), with the option to then work 2 days a week from home (Monday and Friday) subject to operational requirements.
- The Trust operate core hours of 10:00 – 16:00, and remaining contracted hours can be undertaken flexibly, as well as a TOIL policy where extended working is required.
- Following the probationary period, we offer entry into our Stakeholder Pension Scheme.
- 25 days annual leave (plus bank holidays), rising by 1 day for each years' service to a maximum of 30 days total.
- Opportunities for growth and learning through internal and external training, as well as opportunities to try different roles and responsibilities, supporting professional development.
- 45p per mile for work travel from place of work to site, claimed through expenses.
- Regular team away days, and social activities.

Person Specification

Criteria	Essential	Desirable
<i>Technical</i>		
• Proven knowledge of UK woodland ecology and ecosystems	✓	
• Degree level, or equivalent related experience, in a relevant environmental topic	✓	
• Experience in practical woodland creation design for biodiversity	✓	
• Experience of integrated farming and woodland creation/management		✓
• Understanding of the interactions between woodlands and rivers and how this can be used in river restoration		✓
• Knowledge and experience of securing woodland creation grants	✓	
• Understanding of the Woodland Carbon Code and/or environmental markets		✓
<i>Practical</i>		
• Experience in working with contractors relating to woodland creation	✓	
• Experience of successful project delivery, including producing reports	✓	
• Working through conflicting conservation objectives to achieve an appropriate outcome		✓
• Basic use and knowledge of Geographical Information System (GIS)	✓	
• Ability to work on the differing tasks identified in the Job Description at the same time	✓	
<i>Personal</i>		
• Supervision of team members and volunteers	✓	
• Good interpersonal skills, both face-to-face and over the phone	✓	
• Working within a collaborative team	✓	
• Good presentation and communication skills for a range of audiences	✓	
• Valid driving licence and own car, insured for business use	✓	
• Ability to set performance objectives and ensure these are achieved		✓
• Excellent organisational /admin skills and attention to detail. <ul style="list-style-type: none"> ○ Good IT skills / maintaining a filing system ○ Keeping records of work undertaken ○ Keeping records of expenses incurred ○ Awareness of the need for confidentiality 	✓	
• Knowledge of the Ribble Catchment		✓