

Arkaig Community Forest

Job Title: Community Woodland Development Officer

Hours: 21 weekly (0.6 FTE – 3 days)

Salary: £25,000 pro rata. Pension contribution in line with current legislation.

We will consider self-employed individual and payment on receipt of monthly invoice to the same value

Contract Length: 1 year

Location: Clunes Forest School and/or working from home

Reporting to: ACF Board of Directors

We will be an equal opportunities employer and will not discriminate in terms of gender, religion, sexual orientation, marital status, race, colour, nationality, ethnic origin, or physical restrictions. Applications are welcome from all who possess the relevant skills and experience.

Background

Arkaig Community Forest SCIO (ACF) is a Scottish Charitable Incorporated Organisation set up in 2014 to acquire and manage woodland for multiple community benefits and for native woodland restoration in the area defined by postcodes PH34 4EJ and 4EL in the vicinity of Loch Arkaig in Lochaber. During 2016 ACF, in partnership with Woodland Trust Scotland (WTS), acquired the Loch Arkaig Pine Forest covering some 1064 hectares, located on the south shore of Loch Arkaig. ACF retained direct ownership of two woodlands totalling around 53 hectares and the two organisations work collaboratively towards sustainable rural development and the restoration of native woodland habitats across the site.

Further details can also be found on our website: www.arkaigforest.org

By acquiring the forest school and Tom an Eireanaich at Clunes (around 6 hectares) ACF will have a site where they can set up a formal base for the charity and also for community use as well as providing desk and meeting space for rent to Woodland Trust Scotland. This partnership will develop the site as a base for the Loch Arkaig Pine Forest project which is more accessible to visitors and the local community.

Further details and the full feasibility study – based on consultation between 2017 and 2019 – can be found on our website at:

<https://arkaigforest.files.wordpress.com/2020/01/clunes-feasibility-study-and-business-plan-final.pdf>

The Role

The Community Woodland Development Officer (CWDO) role is aimed at a self motivated individual capable of working autonomously on projects. The main purpose of the job is to develop projects, as specified by the directors of Arkaig Community Forest, with the emphasis on community involvement. The successful candidate will have experience of developing and delivering social and environmental projects, submitting funding applications and working with volunteer groups as well as engaging with the wider community. Experience of working with the forestry sector would also be an advantage. The ACF Directors will retain overall control and will direct the Community Officer's activities. However, the CWDO will be expected to exercise initiative in developing proposals to be put to the Directors.

Communication and social media skills are essential, to build rapport and trust at all levels with a wide range of stakeholders, as are good listening skills and the ability to motivate others.

Main Duties

1. Develop projects identified by the ACF board in line with project plans, deadlines and budgets.

Projects covered by this post will include:

- Community Hub – upgrade and improve fixtures and furnishings in the forest school for community use, events and meetings
- Office space – upgrade and improve office and desk space
- Woodland Management for Conservation – rhododendron removal, develop woodland management plan, apply for forestry grants for sustainable forest management
- Manage Orchard and Willow Nursery – maintain and improve willow nursery and forest garden, develop markets for fruit and willow and organise training and events
- Improve workshop and storage facilities – better and more secure storage for tools and equipment, possible use for Community Venison Project in future
- Community garden and food production – develop and improve local food production opportunities and facilities (e.g. polytunnel, bee-keeping, chickens)

2. Closely liaise with Woodland Trust Scotland to manage and improve the community woodland asset including implementing and updating the woodland management plans.

3. Organise and manage a group of volunteers from the local community, and wider afield to assist with a variety of tasks relevant to ACF.

4. Continue communication with the wider community and explore ways of developing a wider community vision by engaging with other community groups.

5. Preparation of monthly reports on project activity for submission to the ACF Board.

6. Investigating, applying for, and managing on-going funding, with appropriate reporting on this to funders and to the directors.

7. Any other duties required by this post, as instructed by the ACF Board.

Reporting

The CWDO will report to the ACF board of directors.

Working Conditions

The successful candidate will be working from the Clunes Forest School where possible with some home working as an option. The Clunes Forest School base will be shared with Woodland Trust Scotland Loch Arkaig Pine Forest Staff. The candidate should have easy access to the community.

Appointment will depend on appropriate references and if successful, you will be required to become a PVG Scheme Member. Annual Leave entitlement will be 33 days pro rata (inclusive of public holidays). Any overtime and TOIL will be the subject of discussion and agreement between the CWDO and the Director appointed as liaison officer.

Travel

Travel and subsistence will be paid against claims for agreed and appropriate expenditure.

Applications

Please send a CV and covering letter to Davie Austin (Chair of ACF) daviebeag@btinternet.com
Applications should be supported by two references.

Closing Date 7th August 2020

Interview date week beginning 17th August 2020, Clunes.

Start Date September 2020

Person Specifications

Essential:

- Current driving license.
- Good level of general education to Higher/A-level or equivalent.
- Experience at developing and delivering projects.
- Experience of working with a Board of Directors.
- Knowledge and experience of project funding, application and reporting processes.
- Excellent written and verbal communication skills.
- Clear understanding of and experience with community engagement.
- Ability to work on own initiative.
- Good knowledge of health and safety requirements in the workplace and in an outdoor and woodland context.
- Good general IT skills.
- Good "hands-on" practical skills.
- Understanding and commitment to community ownership of assets.
- Being based in the community, or with suitable ease of access.

Desirable:

- Degree or other further education qualification in a subject relevant to rural development.
- Experience of organising and running community events.
- Experience of developing innovative community approaches to project delivery.
- Experience of organising and working with volunteers.
- Website development and management skills.

This post and the Clunes Forest School CATS project are being jointly funded by The Scottish Land Fund (SLF) and the ABC Community Fund.