



**Activity Leader £21,000 pro rata**  
**17.5 h/w 2 year Fixed Term Contract, with Annual Renewal**  
**Location: Elan Valley, Powys**  
**Closing date: 5pm, 22<sup>nd</sup> November 2020**

Tir Coed is recruiting an Activity Leader to be based in Elan Valley, Powys. Tir Coed provides accredited training, practical learning opportunities, volunteering and wellbeing activities, in local woodland settings, to a wide range of people. Our participants develop confidence and skills through outdoor activities in order to improve their wellbeing and meet longer-term goals for education, employment or volunteering.

Activity Leaders lead on the delivery of training courses and activity sessions in woodland sites across the county, including the delivery of accredited and certificated courses.

For the post, Welsh language skills will be an advantage, as will prior experience of delivering learning activities outdoors and knowledge of the local area. Due to the rural nature of the area, access to a vehicle which can be used for work purposes will be needed. An enhanced DBS check will be required for anyone provisionally offered a position.

To apply, please submit your CV and a completed application form, by 5pm 22<sup>nd</sup> November. Interviews will take place on Monday 7<sup>th</sup> December via an online platform with a planned start date of January 2021. Applications to be sent electronically to [admin@tircoed.org.uk](mailto:admin@tircoed.org.uk)



## ROLE & RESPONSIBILITIES

- To lesson plan & deliver 2 x 12 week accredited training courses
- To deliver 1 x Progression Week (5 day courses in specific work-related skills)
- To attend 2 shows/events per year and give greenwood/woodland demonstrations
- To deliver woodland activity days (from Tir Coed's menu of nature, art, adventure & craft sessions)
- To carry out preparatory woodland management work at Tir Coed sites and ensure sites adhere to health and safety policies
- To order and collect materials needed for Tir Coed learning and wellbeing activities
- To keep the onsite refreshments stocked from central Tir Coed stores
- To support the County Co-ordinator to seek new woodland sites and draw up woodland management plans.

Training available

Responsible to County Co-ordinator and Tir Coed management staff

## BENEFITS:

- Pension scheme
- Flexible working arrangements available
- Training programme including access to professional forestry training through Focus on Forestry Futures as well as mental health first aid training and outdoor first aid training
- 2-year contract
- Potential continuation and progression with a growing, progressive bilingual charity - finalists for recent best charity awards (Rural Business Awards Wales & NI 2018, Federation of Small Businesses - Community business of the year 2019, Powys Business Awards 2019 Social Enterprise and Charity Category)
- Positive organisational culture, with a supportive and friendly team



## QUALIFICATIONS AND EXPERIENCE:

The following competencies are

### ESSENTIAL:

- The ability to organise, plan lessons/activities and time-manage effectively
- The ability to lead groups, inspire trust and be mindful of individuals' wellbeing
- Professional experience of sustainable woodland management, and the social benefits of woodlands
- Experience of delivering accredited courses
- Experience of delivering activities to a range of groups
- Experience of conservation and outdoor activities
- Understanding of Health & Safety practices

### DESIRABLE:

- The ability to converse fluently in Welsh
- Experience of co-ordinating volunteers
- Chainsaw ticket
- Experience of delivering arts, nature, adventure, bushcraft activities
- Carpentry skills

### ADDITIONAL INFORMATION:

#### SALARY:

The salary is £21,000 pro rata (£9 800 per year) and is paid monthly in arrears.

#### HOURS:

This is a part-time post based on 17.5 hours per week. Flexible working may be agreed by arrangement. If attendance on a non-working day is required in addition to normal working hours, time off in lieu may be given. These hours may increase over time.

#### ANNUAL LEAVE:

The post holder will have 13 days of annual leave a year including bank holiday entitlement.



## PROBATION PERIOD:

A probation period of 6 months will apply, ending with a meeting with the County Co-ordinator and member of the management team to ensure the post-holder is suitable for and settled for the post.

## LOCATION:

The work will be carried out in woodland sites across the county.

## TRAVEL AND SUBSISTENCE:

Where staff are required to travel by road on official business outside of travel to normal work locations, there will be provision of a mileage allowance of 40p per mile for the use of a private vehicle.

