



LEARNING & WELLBEING OUTDOORS



LEAF PROJECT MANAGER

£25K-£27K pro rata

22.5 h/w, 24 month Fixed Term Contract

Based at a Tir Coed office in Aberystwyth, Narbeth, Carmarthen or Powys

Tir Coed is seeking a highly organised communicator with excellent leadership qualities to manage the LEAF (Learning to Enable Achievement & Fulfilment) project in the final two years of this 5-year project. This is a new role, created due to a senior staff restructure.

You will be experienced at managing people and systems and be motivated to make Wales a fairer and greener place for all.

The post-holder will join an enthusiastic and skilled team of 26, working to deliver learning and wellbeing programmes to some of the most disadvantaged in society across the counties of Dyfed Powys.

<https://www.youtube.com/watch?v=8QQ26FUtUwc>

If you are interested in applying for this position, please note the following process:

Application: Please send a covering letter (2 pages of A4) detailing specifically how you meet the essential and desirable criteria of the person specification below and a short (2 page) CV to admin@tircoed.org.uk

Closing date: Sunday 4th October 2020

Interview dates: 19th October 2020



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JOB SPECIFICATION:

The LEAF project spans Mid and West Wales and creates opportunities for people to connect with woodlands via well-being activities, and a suite of accredited training courses, and with their own potential via mentoring, progression programmes and individual 'next step' support including work placements and self-employed start-ups.

<http://tircoed.org.uk/what-we-do>

The LEAF project is designed to enable deep rooted change in each person's life, offering bespoke progression that works with the skills and aspirations of the individual.

The 2019 end of year report gives more information:

<http://tircoed.org.uk/blog/end-of-year-report-november-2018-2019>

KEY RESPONSIBILITIES:

- 1) Ensure the LEAF project is completed on time and within budget, and that the project outputs and outcomes are met, recorded, reported and disseminated.
- 2) Line manage the four LEAF County Co-coordinators responsible for activity and a delivery team of 3 in Ceredigion, Powys, Pembrokeshire and Carmarthenshire.
- 3) Promote the project at county and national level, working closely with the management team and attending meetings at a strategic level.
- 4) Work closely with the Finance Director to manage the annual project budget and monitor budgetary activity in each of the counties
- 5) Compile 6 monthly and annual reports as well as a final project report and impact poster. <http://tircoed.org.uk/past-projects>
- 6) Identify and meet with landowners to interpret land management plans, obtain permissions for any structures and develop agreements.
- 7) Build on the Dyfed-Powys network of referral agencies, land owners and partners.
- 8) Ensure that all Tir Coed policies and procedures are being adhered to during Tir Coed activities; and input into their development and review.



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- 9) Safeguard the health, safety and wellbeing of LEAF staff and beneficiaries.
- 10) Fund-raise for LEAF and, as required, other projects, as part of the fund-raising team
- 11) Lead bi-monthly team meetings

QUALIFICATIONS AND EXPERIENCE:

The following competencies are

ESSENTIAL:

- At least 4 years' experience in a project management role.
- Proven experience in budget management and monitoring funded programmes
- Proven ability to organise and time-manage effectively, meeting your own deadlines and supporting others in your team to meet theirs
- Proven ability to lead a team, develop individuals, manage conflicts effectively, and inspire trust and confidence
- Proven ability to network confidently and work with organisations in the public, private and voluntary sectors
- Excellent communication skills with a diverse range of people through diverse media
- Excellent IT skills, including experience in the use of Microsoft Word, Outlook, Excel, PowerPoint.
- The ability to produce concise progress reports on a regular basis.

DESIRABLE:

- The ability to converse fluently and write to a high standard of Welsh
- Understanding of woodlands and woodland management, the work involved in sustainable management practices and the social benefits of woodlands
- Experience of marketing and sales
- Knowledge / understanding or experience of working with disadvantaged individuals or groups
- Knowledge / understanding of the voluntary sector
- Experience of fund-raising



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OTHER:

The post-holder must hold a current driving licence and have their own private transport which is insured for business use, as much of your work will involve visiting site activities, and going to meetings. A passion for supporting Welsh communities, and improving woodlands for environmental, social and economic purposes is will be invaluable.

ADDITIONAL INFORMATION:

Salary:

The salary is £25K pro rata and is paid monthly in arrears. As time goes on, and additional activity is secured, there is an opportunity for this salary to increase.

Hours:

This is a part-time post based on 22.5 hours per week (3 days). 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.

There may be the opportunity for these hours to increase if county activity develops and expands.

Annual Leave:

The post holder will have pro rata of 20 days annual leave a year, plus bank holidays.

Probation Period:

A Probation period of 6 months will apply, ending with a meeting with the Executive Director and/or the Chair of Trustees to ensure the post-holder is right for the post.

Location:



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Location of the post will be based on the location of the successful applicant. Office location could be in Ceredigion, Carmarthenshire, Pembrokeshire or Powys.

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.

Benefits:

The post-holder will be joining a supportive and hard-working team, driven by the desire to make a difference to their local communities and be part of a solution to some of the toughest issues our rural communities face; climate change, bio-diversity loss, nature deficit disorder, lack of economic opportunities, and ill health.

Additionally, Tir Coed offers:

- Pension scheme
- At least 2 'away days' per year visiting green spaces
- In-house and external training
- Bilingual, friendly and supportive team; dynamic and co-operative
- Opportunity to develop the role over time
- Flexible working available
- A secure, respected and experienced organisation with a 5-year strategic plan, business plan, exemplar delivery model and a clear vision and mission.

“LET’S BE PART OF THE SOLUTION TOGETHER