



**Pembrokeshire Co-ordinator 20-24K pro rata
22.5 h/w with opportunity for hours to increase**

- 1) To co-ordinate training courses, bespoke activity days and progression training activities across woodland sites in Pembrokeshire.
- 2) To liaise with landowners and professionals to ensure that LEAF project activities are improving the woodland site whilst offering a suite of interesting training and well-being experiences.
- 3) To build on the Pembrokeshire network of referral agencies, land owners and partners in preparation for the full LEAF project delivery.
- 4) To manage a budget for the county and seek local funding opportunities applicable to the sites.
- 5) Ensure all Tir Coed policies and procedures are being adhered to during LEAF activities
- 3) To write a report on each site activity to feed into quarterly reports collated by the Administration Officer for project funders and the Tir Coed Board of Trustees, as well as attending bi-monthly team meetings.

KEY WORK AREAS:

Work in partnership with local organisations, community groups and councils to:

- Obtain the necessary planning permissions
- Deliver the works agreed for each site
- Carry out consultation/monitoring activities
- Liaise with referral organisations
- Organise and manage Bespoke Activity Sessions
- Organise and manage training courses
- Recruit volunteers onto the project

Work in partnership with the Accreditation Manager, referral organisations and Tutors to:

- Promote the projects to participants
- Register and induct volunteers onto the Project;
- Contract and coordinate Activity Leaders and Support Workers;
- Administer the purchase of tools & equipment;
- Support the Millennium Volunteers programme, with assistance from the Accreditation Manager;

- Meet with Volunteers, Tutors and the Accreditation Manager on a quarterly basis to monitor the progress towards meeting **LEAF** pilot targets,
- To identify any barriers to the successful delivery of the project, and to agree on any remedial and improvement actions that are necessary.

The jobholder will liaise with the Accreditation Manager and Support Workers on a regular basis and visit activities, as and when necessary, to manage the successful implementation of the Project.

- Supply information for the Tir Coed Finance Manager to undertake financial monitoring
- Oversee and manage the financial monitoring of the Project Sites
- Write a report after each activity
- Attend Team Meetings
- Oversee the monitoring of the Project and Participants, ensuring that the Outputs and Outcomes agreed with each funder are being met