



LEARNING & WELLBEING OUTDOORS



PEMBROKESHIRE CO-ORDINATOR

£23K pro rata

22.5 h/w, 20 month Fixed Term Contract (likely to extend)

Based at PLANED Office, Narberth / and home-based

& Tir Coed office, Aberystwyth (1 day / month)

Tir Coed is seeking a self-motivated, highly organised person with a passion for connecting people with the natural environment, their community and their potential.

The post-holder will join an enthusiastic and skilled team of three in Pembrokeshire and a wider 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 7th February 9pm

Interview dates: 22nd February.

JOB SPECIFICATION:

- 1) Co-ordinate Tir Coed charitable programmes and 'primary purpose' traded activities including training courses, bespoke activity days, welcome weeks, volunteering groups and progression training activities across woodland and outdoor sites in Pembrokeshire. A brochure of Tir Coed activities is available here <http://tircoed.org.uk/what-we-do>
- 2) Carry out annual and regular scheduling in consultation with all parties.



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- 3) Promote activities and recruit participants for charitable activities.
- 4) Line manage the county team (Mentor and two Activity Leaders), following Tir Coed's line management procedures, and liaise with the Accreditation, Management and Marketing teams to ensure that information flows effectively in both directions.
- 5) Liaise with landowners to interpret management plans, obtain permissions and develop agreements.
- 6) Liaise with communities and professionals to organise activities, ensuring that activities are improving/protecting sites whilst offering a suite of purposeful training and wellbeing experiences.
- 7) Build on the Pembrokeshire network of referral agencies, land owners and partners.
- 8) Manage a budget for the county and seek local funding opportunities applicable to the sites.
- 9) Ensure that all Tir Coed policies and procedures are being adhered to during Tir Coed activities; and input into their development and review.
- 10) Safeguard the health, safety and wellbeing of participants, tutors and any others using the site at all times.
- 11) Oversee the monitoring of the Project and Participants, ensuring that the Outputs and Outcomes agreed with each funder are being met and information is up to date and readily available.
- 12) Report monthly and annually on outcomes, writing a report on each site activity to feed into quarterly reports collated by the marketing and management teams for project funders and the Tir Coed Board of Trustees.
- 13) Complete timesheets, travel claims, and other reports as required in a timely manner.
- 14) Identify any barriers to the successful delivery of projects and targets and agree on any remedial and improvement actions that are necessary.
- 15) Attend bi-monthly team meetings and bi-monthly co-ordinator development meetings as well as organising meetings as required for the county team.



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QUALIFICATIONS AND EXPERIENCE:

The following competencies are

ESSENTIAL:

- Proven ability to organise and time-manage effectively, meeting deadlines where necessary
- Proven ability to work independently and methodically to oversee a range of groups
- Proven ability to network and work with organisations in the public, private and voluntary sectors
- Proven ability to communicate with a diverse range of people through diverse media
- Knowledge / understanding or experience of working with disadvantaged individuals or groups and OR a strong understanding of possible progression and employment opportunities available in the outdoor sector.
- 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
- Well established networks in Pembrokeshire with private, public and voluntary sectors.
- Experience of monitoring funded programmes
- Line management experience
- Experience of coordinating volunteers
- Experience of marketing and sales

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



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visiting site activities, and going to meetings. A passion to support Welsh communities, and improve woodlands for environmental, social and economic purposes is desirable.

ADDITIONAL INFORMATION:

Salary:

The salary is £23K 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 is the opportunity for these hours to increase as 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 Chairman of Trustees to ensure the post-holder is right for the post.

Location:

Location of the post will be between Narbeth (PLANED Offices) Scolton Woods, and a variety of other woodlands/green spaces across Pembrokeshire.



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The post holder will also be expected to work from our Aberystwyth Office at least once a month to ensure regular contact with the rest of the team.

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