



Pembrokeshire Coordinator
12 month Contract
22.5 h/w
Pay scale - £20-24k pro rata

THE APPLICATION PROCESS:

Application:

Your covering letter, explaining why you think you are particularly suited to this role, together with a Curriculum Vitae giving full details of experience, must reach Tir Coed at the address below by 5pm on the 19th March 2017. Applications in electronic format will be accepted. Please also include the names, addresses (including email addresses, if available) of 2 referees who we may contact beforehand.

Please also provide us with your full name, phone number and postal and/or electronic address in order that we may confirm receipt of your application.

It is essential for you to give a full but concise description of the nature, extent and level of the responsibilities you have held, and your experience for this post.

Selection:

Candidates who, on the basis of their covering letter and CV, appear to have the most relevant qualifications, skills and experience will be invited for an interview on the 23rd March.

Interview:

The Selection Board will normally consist of 3 interviewers who will question you mainly in connection with your academic and/or work experience and your job-related achievements. The Board's main aim will be to gain an insight into your ability to carry out the post effectively and efficiently.

The successful candidate will be offered the post, subject to satisfactory references, and will then be expected to take up the post as soon as possible thereafter.

Equal Opportunities:

Tir Coed is committed to equal opportunities and welcomes applications from all age groups and sections of the community.

ABOUT TIR COED:

Tir Coed is a well-respected and growing Welsh Charity constituted as a not-for-profit Company Limited by Guarantee and is governed by a Board of 10 Trustees. It currently has two offices, one in Aberystwyth and the other at Elan Valley with a third office soon to open in Pembrokeshire. 10 members of staff are currently employed by the charity with a further 50 freelance tutors gaining regular work from Tir Coed projects. Tir Coed outreach to an average of 1000 beneficiaries per year.

Tir Coed was formed in 1999 by an alliance of countryside agencies. It works to improve the quality of life for rural communities in Wales through trees and woodland and has evolved in tune with the Welsh Government's priorities of Health, Social Inclusion and Education whilst in consultation with the communities and people it serves.

As a charity Tir Coed has been successfully delivering outreach activities and training programmes in woodland related skills to a variety of disadvantaged groups for 18 years. The projects delivering these activities bring together funders, referral agencies, trainers, woodland owners, partnership organisations, and participants to achieve their aims. While developing the skills and confidence of participants, Tir Coed activities also improve the biodiversity of and public access to woodlands through low-impact management techniques and the provision of new or improved public facilities.

Tir Coed central objective is:

The advancement of education in woodland-related skills for the benefit of individuals in rural Wales who have need of such facilities by reason of their youth, age, mental or physical disability, financial hardship or social circumstances, with the object of improving their conditions of life.

Tir Coed current work:

LEAF PILOT Project

Tir Coed has secured funding for a year-long pilot for its new project LEAF (Learning to Enable Achievement and Fulfilment) that will run from December 16-17. LEAF will take place across the counties of Powys, Pembrokeshire and Ceredigion whilst linking to strategic locations in each county; Elan Valley estate in Powys, Coed Tyllwyd woodland in Ceredigion and Cilrhedyn Woodland Centre in Pembrokeshire. Tir Coed will be delivering its well-established engagement model in the three counties whilst piloting brand new progression training packages and support. The LEAF Project has 16 key partners widening the influence of the project and adding value whilst enabling greater opportunities for Tir Coed beneficiaries.

The full LEAF project is due to commence in October 2017 with all funding bids for the full 5 year project including a contingency having been submitted by March 2017.

THE PURPOSE OF THE CEREDIGION COORDINATOR and KEY WORK AREAS are set out in the attached Job Description.

QUALIFICATIONS AND EXPERIENCE:

The following competencies are:

ESSENTIAL:

- * The ability to organise and time-manage effectively, meeting deadlines where necessary
- * Understanding of woodlands, the work involved in sustainable management practices and the social benefits of woodlands
- * The ability to work independently and methodically to oversee a range of groups
- * The ability to network and work with organisations in the public, private and voluntary sectors
- * 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
- * Experience of monitoring funded programmes
- * Experience of coordinating volunteers

SKILLS AND ABILITIES:

The following descriptions set out the level of performance that will be required after a normal learning and training period. The board will be looking for evidence that you have the ability to perform at this level.

Coordination:

The post holder will coordinate all LEAF Pilot activities in Pembrokeshire and will therefore be liaising with the participants, tutors and referral organisations in relation to this. The Pembrokeshire Coordinator will possess the ability not just to work with the Tir Coed team but also to work effectively with external organisations and service providers, to ensure successful referrals to the project, as well as working with the LEAF Pilot participants. It is

therefore essential that you can adapt quickly and flexibly to provide appropriate support to a wide range of people and environments.

Communication:

The ability to communicate with a wide range of beneficiaries is vital. You will be expected to communicate with many different people and organisations at various levels. You must be tactful, friendly, approachable and able to deal with participants that may be socially awkward or have behavioural problems. You will also be versed in community consultation and inclusion.

Planning and organising work:

You must be self-motivated, highly organised and have the ability to plan well ahead and work to deadlines. You will be expected to work on several tasks at any one time, including recruiting new referrals, activity leaders and community groups whilst supporting beneficiaries enrolled on projects, carrying out monitoring exercises and promoting the project. You will therefore possess excellent organisational skills and be able to provide regular updates on your work at monthly team meetings.

Other:

You must hold a current driving licence and have your 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 to support Welsh communities, and improve woodlands for environmental, social and economic purposes is desirable.

ADDITIONAL INFORMATION:

Salary:

The salary is £20K-£24K pro rata and is paid monthly in arrears.

Hours:

This is a part-time post based on 22.5 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 16.8 days annual leave a year.

Probation Period:

A Probation period of 3 months will apply, ending with a meeting with the chairman of trustees to ensure the post-holder is right for the post.

Location:

Location of the post will be between the Cilrhedyn Woodland Centre and various woodland across Pembrokeshire.

Travel and Subsistence:

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

Please send applications to:

Ffion Farnell

**Unit 6G Science Park
Llanbadarn Fawr
Aberystwyth
Ceredigion
SY23 3AH
director@tircoed.org.uk**

