



### THE APPLICATION PROCESS:

#### **Application:**

Submit your covering letter, explaining why you think you are particularly suited to this role, together with a Curriculum Vitae giving full details of experience. Applications can be made in Welsh and / or English.

**Your application must reach Tir Coed at the address below by 5pm on the closing date; late applications are unlikely to be accepted.** 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 include a full but concise description of the nature, extent and level of the responsibilities you have held, and your experience for the post or posts for which you are applying in addition to your CV.**

Tir Coed will consider your suitability for any other posts which may be available; please let us know if you do not wish to be considered for roles outside those included in your application and if you do not wish for us to keep your details on file for up to 12 months to alert you to other possible opportunities.

Please send applications marked Private and Confidential to:

**CEO  
Unit 6G Science Park  
Llanbadarn Fawr  
Aberystwyth  
Ceredigion  
SY23 3AH**

[ceo@tircoed.org.uk](mailto:ceo@tircoed.org.uk)

Informal enquiries can be sent to the above address or be made by phone to 01970 636909

### **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 interview, usually within 2 weeks of the closing date. If you have not heard from us within 8 weeks of the closing date you can assume you have been unsuccessful on this occasion.

### **Interview:**

The Selection Board will normally consist of 2 -5 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.

Most interviews include a post specific task which can be completed on the day. Generally these do not require preparation; if preparation is needed you will be given 5-7 days notice of the nature of the task and what will be required.

Successful candidates will be offered the post, subject to satisfactory references, proof of identity and right to work in the UK, plus a Disclosure and Barring Service Check if relevant, and will then be expected to take up the post as soon as possible thereafter.

Where multiple posts are available, a candidate will be offered the post which the panel feels best meets that candidate's particular strengths.

Unsuccessful candidates will be informed as soon as possible after the selection of a candidate to be offered the post. All candidates are welcome to request feedback from the interview panel if they wish.

### **Equal Opportunities:**

Tir Coed is committed to equal opportunities and welcomes applications from all age groups and sections of the community. Please let us know if you require any adaptations or adjustments to allow you to apply for a post or attend interview.

Please note, we need to complete Standard or Enhanced Disclosure and Barring Service checks for many of our roles. This will be included in the information about the role. The presence of a criminal record will not bar you from a post with ourselves and the nature and details around any convictions will be taken into account.

### **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 9 Trustees. It currently has two offices, one in Aberystwyth and the other at Elan Valley with a third office soon to open in Pembrokeshire. Twelve members of staff are currently employed by the charity with a further 30 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 Project**

Following a successful pilot, Tir Coed has secured funding for two years for its new project LEAF (Learning to Enable Achievement and Fulfilment) which started in November 2017, plus additional funding for extending the LEAF project in Ceredigion and Pembrokeshire through Active Inclusion.

The LEAF project in Powys is being delivered under the Elan Links brand. In Powys the project will be running for a full five years alongside a much wider project to rejuvenate the whole valley. Tir Coed are lead partners in the group running the Elan Links project and the role of the LEAF project there has been incorporated into the wider project aims and goals, with Tir Coed taking a lead in volunteer and training development.

LEAF covers the counties of Powys, Pembrokeshire and Ceredigion whilst linking to strategic locations and projects in each county. The focus is on delivering our well established engagement model in the three counties whilst running progression training packages and support. The LEAF Project has multiple key partners widening the influence of the project and adding value whilst enabling greater opportunities for Tir Coed beneficiaries.

#### **Other Projects**

Tir Coed have a number of other projects and pilots running alongside the LEAF project, including Dysgu am Goed, AnTir, and a Construction Youth Trust pilot. Please see the website for more details.