



**Pembrokeshire Co-ordinator 22-24K pro rata
26.25 h/w, 24 month Fixed Term Contract
Based Cilrhedyn Woodland Centre, Pems / home-based
& Tir Coed office, Aberystwyth (1 day / month)**

- 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.
- 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
- 6) 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.
- 7) To line manage the Pembrokeshire Mentor and proactively coordinate activities with the Mentor, supporting and assisting with information as required.

KEY WORK AREAS:

Work in partnership with landowners and tutors to:

- Obtain the necessary planning permissions / forestry consents
- Ensure planned training courses are in line with the forest management plan and are suitable for the time of year, level of training, and participant skill level.
- Safeguard the health, safety and wellbeing of participants, tutors and any others using the site at all times.



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

- 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 Mentor, 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, Mentor, Tutors and the Accreditation Manager on a quarterly basis to monitor the progress towards meeting **LEAF** targets;
- Support the Mentor in reaching their targets, through regularly meeting and discussing progress and identifying barriers to their part of the delivery;
- 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
- Complete timesheets, travel claims, and other reports as required in a timely manner
- Attend Team Meetings in Aberystwyth
- Oversee the monitoring of the Project and Participants, ensuring that the Outputs and Outcomes agreed with each funder are being met.



QUALIFICATIONS AND EXPERIENCE:

The following competencies are

ESSENTIAL:

- The ability to organise and time-manage effectively, meeting deadlines where necessary
- Understanding of woodlands and woodland management, 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.
- Knowledge / understanding or experience of working with disadvantaged individuals or groups 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:

- Line management experience
- 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 activities in Ceredigion and will therefore be liaising with the mentor, 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 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 £22K-£24K pro rata and is paid monthly in arrears.

Hours:

This is a part-time post based on 26.25 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 20 days annual leave a year.



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 the Cilrhedyn Woodland Centre, Scolton woods, and on occasion other woodlands across Pembrokeshire.

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.