



Tir Coed is a social justice and environmental charity engaging people with land and woodlands in Mid/West Wales, through a range of accredited training, educational, volunteering and bespoke wellbeing activities. We are developing a new training and wellbeing project, AnTir, to deliver nature engagement and training in regenerative land practices and food growing, based on our well-established model. From January-June 2022, with support from the Community Renewal Fund, we are introducing an AnTir feasibility project in Ceredigion. We seek two extraordinary, well organised people with a passion for Nature, Social Justice and Learning to help lead and support a development team of staff and volunteers.

PROJECT OFFICER/CO-ORDINATOR  
SALARY £19,000-£23,000 – 30-37.5.5 HRS/WK,  
6 MONTHS FIXED TERM CONTRACT  
ABERYSTWYTH AND HOME BASED

Reporting to the Project Manager, and working with a team of experienced colleagues, you will co-ordinate the AnTir Feasibility Project, including:

- Assisting with creating and updating a detailed project plan with milestones
- Clearly and regularly communicating project plans, agreed outputs and actual outcomes
- Communicating externally and internally with communities, funders, land managers, project partners, staff, volunteers and other stakeholders
- Working with an advisory group of partners
- Contributing to research framework including telephone and online surveys (led by consultant)
- Contributing to monitoring and evaluation framework (led by consultant)
- Working with a specialist team to develop learning materials, course units and work books (possibly digital and paper based)
- Working with Project Co-ordinator to develop and negotiate site access agreements
- Liaising with and co-ordinating/expediting the work of external contractors
- Supporting the development of a new Customer Relations Database and inputting data and generating reports



- Working with our delivery staff to schedule delivery of courses and activities
- Resourcing courses and activities with materials
- Working with referral partners, staff and communities to promote the project  
And recruit participants for activities
- Co-ordinating budget, keeping abreast of spending and other project indicators
- Ensuring that all Tir Coed policies and procedures are being adhered to during activities
- Inputting into the development and review of project activities.

## **PERSON SPECIFICATION**

### **Essential:**

- Experience of working in a training, quality assurance, research or project/development environment
- Excellent organisational, administrative, presentation and budgeting skills
- The ability to organise and time-manage effectively, to meet deadlines where necessary
- The ability to work independently and methodically, with a high degree of accuracy
- Excellent written and verbal communication skills suited to a wide range of people and a wide range of media e.g. written reports and social media
- Expertise with all basic Microsoft packages including Outlook, Excel, Word and Publisher, and image handling software
- Flexible team player, to fit in well with a close-knit supportive team
- Current driving licence and access to a vehicle which is insured for business use

### **Desirable:**

- The ability to converse fluently and write to a high standard of Welsh
- Understanding of Environment or Social Justice Sectors
- Experience of working with disadvantaged individuals or groups
- Previous experience in a similar role
- Experience of working on grant funded projects



## SITE DEVELOPMENT AND VOLUNTEER OFFICER/CO-ORDINATOR

SALARY £19,000-£23,000 – 30-37.5.5 HRS/WK,  
6 MONTHS FIXED TERM CONTRACT  
ABERYSTWYTH AND HOME BASED

Reporting to the Project Manager, and working with a team of experienced delivery colleagues, you will:

- Identify, prepare and develop sites for AnTir activities in Ceredigion
- Recruit, co-ordinate and supervise volunteer sessions, together with Activity Leaders
- Work with the Project Manager and Co-ordinator to schedule and staff volunteer activities
- Carry out risk assessments and ensure that Tir Coed Policies and procedures are being adhered to
- Work with Project Co-ordinator to develop and negotiate site access agreements
- Organise shelter, toilet facilities, fire pits, food and other comforts
- Undertake practical ground work, basic building, fencing and maintenance
- Produce session plans
- Carry out Health & Safety induction with all volunteers
- Monitor attendance and outcomes and ensure that monitoring documentation is completed by participants

### **PERSON SPECIFICATION**

#### **Essential:**

- Good practical outdoor skills e.g. woodland management, farming, fencing, carpentry, organic gardening in a land management environment
- Strong experience of managing risk, safety and safeguarding
- Experience of organising groups outdoors
- Good organisational, time management and administrative skills
- The ability to work independently and methodically
- Good written and verbal communication skills suited to a wide range of people



- Good reporting skills e.g. Microsoft packages including Outlook, Excel, Word
- Flexible team player, to fit in well with a close-knit supportive team
- Current driving licence and access to a vehicle which is insured for business use

**Desirable:**

- The ability to converse fluently in Welsh
- Experience of working with disadvantaged individuals or groups
- Previous experience in a similar role
- Experience of working on grant funded projects

**FURTHER INFORMATION**

**Other Duties for both roles:**

- Attend team meetings
- Contribute to reporting
- Adhere to Tir Coed policies and procedures
- Undertake training where required
- Other duties as required

**Annual Leave:**

The full-time allocation of 20 days of annual leave, plus 8 days of bank holiday, will be applied to part-time staff on a pro rata basis.

**Probationary Period:**

A probationary period of 2 months will apply.

**Location:**

After induction, location of the post will be at our Aberystwyth office and from home, as well as from woodland and community garden sites around Ceredigion.

**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, economic and health inequalities.



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
- Flexible working available

### **To apply**

Please submit a brief 2 page CV with a covering letter demonstrating precisely how you meet the criteria for the job that interests you (also 2 page maximum) to [admin@tircoed.org.uk](mailto:admin@tircoed.org.uk) by end of November 30. Interviews will be in Aberystwyth on December 7/9 and the posts will commence on January 3. Applicants who do not provide the required documents cannot be considered for interview.