



LEARNING & WELLBEING OUTDOORS

POWYS MENTOR: ELAN LINKS VOLUNTEER AND TRAINING

19-20k pro rata

22.5 h/w, 22 month Fixed Term Contract

Based in Elan Valley, Rhayader/ and home based

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 Powys 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>

This post is also part funded by the Elan Links: People, Nature & Water Landscape Partnership, of which Tir Coed as a charity is a founding member. The Elan Links Partnership is a National Lottery Heritage Fund project, which has a clear vision to “safeguard the unique and varied heritage of Elan while significantly enhancing outcomes for people and communities for the long term”. There are 26 projects covering the themes of natural and cultural heritage, access and recreation interpretation, education and training, with the education and training strand delivered through Tir Coed.

For further information on the Elan Links Scheme please visit:

www.elanvalley.oeg.uk/elanlinks.

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 13th June by 11pm

Interview dates: 30th June 2021.



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JOB SPECIFICATION:

The Powys Mentor will work closely with beneficiaries of courses to build confidence, look at longer term plans, and provide individual support and advice on opportunities within environmental/land-based sectors. Mentors are required to build close links with forward placement opportunities for beneficiaries and to work with referral agencies and other organisations offering support to ensure each individual gets best advice and training towards their future plans.

- 1) To support in the delivery of Tir Coed charitable programmes and 'primary purpose' traded activities including training courses, progression training activities, bespoke activity days and volunteer activities located principally in woodland sites of the Elan Valley and outdoor sites across Powys. Outline of Tir Coed activities <http://tircoed.org.uk/what-we-do>
- 2) To support the development and implementation of a fully inclusive volunteering and training programme for the Elan Links Landscape Partnership Scheme, with particular regard to:
 - a. Investing in Elan;
 - b. Enabling and Empowering Elan;
 - c. Experience Elan; and
 - d. Overseeing the deliverance of the Friends of Elan Volunteer StrategyFor more information on the above projects please see www.elanvalley.org.uk/elanlinks
- 3) To report to the Elan Volunteer and Training Coordinator and proactively support the coordination of activities with the Coordinator, supporting and assisting with information as required.
- 4) To help promote activities and recruit suitable participants for training courses and charitable activities.
- 5) To take the lead in developing individual participants, through regular contact, individual action planning, the provision of information and support for entry into training, building confidence and helping complete paperwork, such as self-employment forms or training application forms.
- 6) Provide monthly updates on mentoring support provided to participants, and to contribute to quarterly reports by the Coordinator regarding on-site activity and participant progress.
- 7) To help recruit groups from the Birmingham area for the Elan Links 'Experiencing Elan' retreats and support these groups while on-site.
- 8) To develop, with the support of the Coordinator, progression training which meets the specific needs of groups of training participants.



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- 9) To build a network of opportunities for participants in the outdoor sector which reflects their range and depth of ambition, including sign-posting and supporting participants to access other progression services as and when required.
- 10) To work with the local network of referral agencies, employers, educators, land owners and partners to identify and support participant progression opportunities.
- 11) Safeguard the health, safety and wellbeing of participants, tutors and any others accessing Tir Coed provision at all times. Help ensure all relevant policies and procedures (for both Elan Links and Tir Coed) are being adhered to during activities.
- 12) Attend monthly Elan Links team meetings in Rhayader, and quarterly Tir Coed team meetings in Aberystwyth.
- 13) Carry out consultation and monitoring activities with participants.
- 14) Complete timesheets, travel claims, and other reports as required in a timely manner.

QUALIFICATIONS AND EXPERIENCE:

The following competencies are:

ESSENTIAL:

- The ability to organise and time-manage effectively, meeting deadlines where necessary.
- The ability to work independently and methodically.
- The ability to work with organisations in the public, private and voluntary sectors.
- Experience of working with disadvantaged individuals or groups, especially NEETs.
- A strong understanding of possible progression and employment opportunities available in the outdoor sector.

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.
- Previous experience in a similar role.
- Knowledge of self-employment and setting up and running a small business.
- Excellent IT skills, including experience in the use of Microsoft Word, Outlook, Excel, PowerPoint.
- Experience of working on funded programmes.



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OTHER:

The post-holder 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 £19-20K 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 12 days of annual leave a year, plus bank holidays on a pro rata basis, totalling 16.8 days.

Probationary Period:

A probationary period of 6 months will apply, ending with a meeting with an Executive Officer to ensure the post-holder is right for the post.

Location:

Regular travel to woodlands, to referral agencies, and to public locations to meet with participants will be required. Location of the post will be between the Elan Valley Office. The post holder will also be expected to work from our Aberystwyth Office at least bi-monthly 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.



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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