

## Job Description: Longrigg Woodland Project Manager

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**Post Title:** Longrigg Woodland Project Manager  
**Salary:** £28,000 (3 days per week, pro rata)  
**Contract:** **1-year appointment initially, reviewed on an annual basis**

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**Responsible to:** Longrigg Community Woodland Board Chair  
**Responsible for:** Project and woodland management of Longrigg Community Woodland  
**Key Relationship:** Longrigg Community Woodland Board & Sunart Community Company  
**Based at:** Strontian

### Job Purpose:

1. To oversee directly the delivery of the Longrigg Community Woodland Business plan and all associated projects and businesses

### Main Duties and Responsibilities:

Prime responsibility will be to assure the effective delivery of the Longrigg Community Woodland Business Plan.

The post holder will have lead responsibility for ensuring the delivery of contracted project.

### Working directly to the Longrigg Community Woodland Board:

You will take responsibility for:

Establishing an assurance and delivery framework that ensures the delivery of all contracted outputs and committed activity;

- Managing the Community Woodland and all associated projects
- All funding applications for forestry and other activity
- Making planning applications as required
- Employment and management of all contractors
- Development of a woodfuel business
- Working with a community housing trust to develop a feasibility study for affordable housing within the woodland
- You should be able to communicate to a high level on woodland management
- Monitoring and evaluation of all business plan activity

## Specific responsibilities

### Sustainable Woodland Management

The post holder will be responsible for:

- Application for funding for production of forest plan
- Production of long-term forest plan, first year operations plan and application for felling permissions, including all consultations (community and all other stakeholders). Ensuring it is done in pursuance of multi-objective sustainable woodland management
- Overseeing the implementation of the forest plan, including management of volunteers and contractors
- Applications for funding for forestry activity
- Employment and management of a forest company to plan and oversee the purchase and extraction of saw logs and wood chip
- Contracting of an access consultant to produce a detailed access plan
- Employment and management of contractors for construction of access track - from Longrigg Road to new turning/stacking area in woodlots and woodland croft sites
- Employment and management of contractors for construction of turning/stacking area, storage shed, polytunnel and composting toilets

### Sustainable Woodland Business

- Develop specific business plan and secure funding for a woodfuel supply business
- Employment, training, and management of woodfuel supply business staff
- Applications for funding for purchase of all equipment required
- Applications for woodlots and woodcrofts
- Drawing up of leases for woodlots
- Sale of woodcrofts
- Contracting mobile millers as and when required
- Management of storage of products

### Community Engagement

- Working with the community to develop volunteering opportunities in the woodland
- The development, promotion and delivery of community and social activity in the woodland

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<p>5 years minimum relevant woodland management or forestry experience in the private, voluntary or public sector.</p> <p>Experience with community engagement and working with volunteers</p> <p>Project or programme delivery.</p> <p>Budget management or cost centre control.</p> <p>Staff management.</p> <p>Contractor engagement and management.</p>	<p>Work experience in the charity or environmental sector.</p> <p>Commercial experience.</p>
<b>Knowledge</b>	<p>Understanding of the woodland sector, the role of community woodlands, their purpose and benefits to communities, rural economy, landscape, biodiversity and society.</p> <p>An understanding of sustainable woodland management in principle and practice.</p> <p>Understanding of leadership and management in the 3<sup>rd</sup> sector.</p>	<p>A knowledge of funding mechanisms for woodland management</p>
<b>Skills and abilities</b>	<p>Good technical knowledge regarding the ownership and management of community woodlands.</p> <p>Project development and management.</p> <p>Business development and management</p> <p>Good communication and diplomatic skills.</p>	<p>Good IT skills including use of standard MS packages.</p> <p>GIS experience.</p> <p>Proven ability in fund raising, through relevant projects.</p>
<b>Qualifications</b>	<p>Forestry or land management post school qualification or 5 years' experience in an equivalent level to this post.</p>	<p>Further qualification or degree an advantage.</p>
<b>Personal qualities</b>	<p>Motivated, confident, committed individual.</p> <p>Team player, able to inspire &amp; motivate others.</p> <p>Able to work on own initiative with minimum supervision.</p> <p>Able to operate at a senior level, e.g. competent communication at board level.</p> <p>Approachable and comfortable with people.</p>	<p>Understanding of and commitment to the principles of sustainability.</p>