Northumberland County Council
JOB DESCRIPTION

Post Title: Woodland Officer (Community Advisor)	**Service: Economy & Regeneration**	**Office Use**
Grade: Band 8	**Workplace: County Hall and other locations in accordance with the Council's Agile working policy**	**JE ref:** 3939
Responsible to: Programme Manager – Great Northumberland Forest	**Date:** / **Manager Lever:**	

Job Purpose: To develop and facilitate the Council's direct and supporting activity for community and stakeholder engagement with regards to the Great Northumberland Forest programme. To assist and support effective communication and engagement with communities, Town and Parish Councils, local residents, landowners and other organisations to facilitate, enable, and support woodland creation schemes and projects of various types and sizes across the county. To provide professional advice and guidance on the grant funding opportunities available for tree planting and woodland creation, and subsequently provide practical support for community groups and organisations to secure funding from those opportunities.

Resources Staff	May oversee the work of junior, trainee or support staff on particular projects Additional externally funded professional and support staff may be added from time to time and directly responsible for providing advice on staff issues to externally funded projects and organisations
Finance	Will have responsibility for handling payments, raising orders or processing invoices in a particular area of work Giving financial and grant management advice to farmers, landowners, businesses and community organisations interested in investing in tree, woodland and forestry planting.
Physical	Maintain and operate key corporate policy systems
Clients	Work constructively with a wide variety of internal (cross department) and external clients (communities, businesses, landowners, famers, VCS/NGO organisations, and public sector partners, etc)

Duties and key result areas:

- To provide a first point of contact for local communities, Town and Parish Councils, partners, stakeholders, and local elected Members on matters of local interest and/or concern regarding the Great Northumberland Forest.
- To provide effective support for the development of The Great Northumberland Forest programme, contributing to the objectives and the development and delivery of the programme.
- To lead the development and implementation of the Northumberland Woodland Creation Partnership's communications plan, to effectively communicate the partnership's vision, mission, objectives, and approach.
- To be responsible for facilitating (and on occasion developing and implementing) a wide variety of community/stakeholder engagement programmes which effectively contribute to the delivery of the Great Northumberland Forest programme.
- To manage effective consultation and engagement processes with local communities to promote the Great Northumberland Forest and work of the Woodland Creation Partnership. This will include coordinating and attending events and meetings, delivering presentations, and using a range of promotional tools, including social media to raise the profile of the work.
- To actively seek, record and act upon stakeholder feedback to inform the development of the programme.
- To proactively engage and work with communities, farmers, landowners and other stakeholders to develop suitable planting projects appropriate to specific locational needs.
- To provide professional advice on the grant funding opportunities available for tree planting and woodland creation, and subsequently provide practical support to communities / landowners / farmers as to the routes / processes they need to follow.
- To support regular communication, liaison and engagement with communities, and Town and Parish Councils in order to foster and support effective and constructive working relationships.
- To champion and promote the principles of natural capital and environmental sustainability within the Great Northumberland Forest and the operation of the partnership in accordance with the Government's 25-Year Environment Plan

- To develop effective and constructive relationships with external partners (communities, businesses, landowners, farmers, public sector organisations and VCS/NGO organisations) and colleagues across the Council (particularly the Rural Growth and Climate Change teams) in order to promote and secure effective partnership arrangements for the delivery of the programme.
- To be accountable for expenditure against allocated budgets, ensure effective spend against established targets and compliance with financial regulations.
- To represent and actively promote the interests of the County Council at local, regional and national meetings with respect to the Great Northumberland Forest and Woodland Creation Partnership.
- To interpret, explain and enforce statutory and County Council regulations, ensuring appropriate procedures are followed, that parties have a proper understanding of their position and attempting to reach legitimate, mutually agreeable solutions, through negotiation.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements	
Physical requirements:	Sedentary office work with occasional need to stand, walk and lift.
Transport requirements:	Will involve frequent travel to meetings, sites, projects and other locations throughout the county and beyond.
Working patterns:	Flexible working arrangements with the need to work outside of normal work hours as required and attendance at evening meetings.
Working conditions:	Mainly indoors but with exposure to working outdoors including visits to potential planting sites, current forests and woodland, rural businesses, farms etc…

Northumberland County Council
PERSON SPECIFICATION

Post Title: Woodland Officer (Community Advisor)	**Director/Service/Sector: Economy & Regeneration**	**Ref:** 3939
Essential	**Desirable**	**Assess by**
Qualifications and Knowledge		
Degree level or equivalent standard of general education. Relevant professional qualification or willingness to complete a relevant qualification. Understanding of the diverse functions of a large complex public sector organisation and the relevant professional issues. Thorough understanding of relevant legislation, regulations, policy, best practice and procedures. Commercially aware and understands the relationship between costs, quality, customer care and corporate performance assessment. Evidence of continued professional development. Current knowledge of central government policy and legislation in relation to community engagement. Up to date working knowledge of community engagement and facilitation and enabling tools and techniques.	Knowledge of land / woodland management and policy Member of relevant professional body (e.g. Institute of Chartered Foresters / Chartered Institute of Ecologists and Environmental Managers)	
Experience		
Recent, relevant and practical experience of working in a communications and engagement role. Experience of developing and implementing communications and stakeholder engagement plans.	Understanding of funding regimes available for woodland creation	

Experience of communicating and working with a wide range of stakeholders such as landowners, farmers, businesses, public bodies, NGOs and communities. Experience of developing online content for web and social media channels A breadth of work experience in selecting and applying the full range of professional methods, tools and techniques in a wide range of work situations. Experience in engaging effectively with others and building productive partnerships. Experience of comprehensive and complex multi layered partnership working. Relevant experience in designing and drafting policies, procedures, engagement material and other technical documents. Experience in managing projects to successfully achieve set objectives.	Understanding of the importance of online presence and ways to promote visits to our website and social media channels.	
Skills and competencies		
Strong organisational skills, being able to manage multiple priorities, with the ability to react quickly and handle a diverse and complex portfolio of projects. Excellent communication skills, producing written, verbal, and other media to best professional standards. Effectively expresses views using appropriate means depending upon the audience. Effective IT skills and able to effectively use ICT to achieve work objectives. Persistence in applying varied yet methodical approaches to problem solving. Negotiation skills and able to persuade others to an alternative point of view. Ability to act an effective advocate for the Directorate both within and externally. Maintains a professional demeanour in stressful and difficult situations. Works with minimal supervision	Advanced skills in Microsoft Office. Experience of facilitating and leading group/public meetings.	
Physical, mental, emotional and environmental demands		
Normally works from a seated position with some need to walk, bend or carry items. Setting up ICT equipment and display material in a variety of locations and conditions Need to maintain general awareness with lengthy periods of concentrated mental attention. Weekly contact with Elected Members, Town and Parish Councils, partnership organisations and landowners and communities to liaise with and resolving conflicts. Some exposure to working outdoors.		
Motivation		
A strong corporate orientation and a commitment to tackling issues in a non-departmental manner. Dependable, reliable and keeps good time. Models and encourages high standards of honesty, integrity, openness, and respect for others. Helps managers create a positive work culture in which diverse, individual contributions and perspectives are valued. Proactive and achievement orientated Works without direct supervision and often in remote locations.		
Other		
Able to meet the transport requirements of the post		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits