



JOB DESCRIPTION

1. IDENTIFICATION OF JOB

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| JOB TITLE | Greenwood Tree Project Officer (Part Time) |
| TEAM | Conservation |
| RESPONSIBLE TO | Biodiversity Manager Project Steering Group |
| RESPONSIBLE FOR | Contractors, volunteers |

2. OVERALL PURPOSE OF JOB

To galvanise support and enthusiasm among the general public for ancient trees. In doing so act as an ambassador for ancient trees and promote their natural, cultural and historical heritage value. Boost parish-level engagement in survey and protection work, provide specific advice on conservation measures and where necessary oversee practical work.

3. MAIN RESPONSIBILITIES

1. Coordinate and assist parish volunteers in ancient tree survey
2. Engage with community groups including landowners to raise awareness, facilitate survey and promote sensitive management and the identification of 'veterans of the future'
3. Arrange training for community groups and landowners on survey and management techniques
4. Establish a network of 'Tree Champions' based at a parish level
5. Establish and run a roadshow of workshops, talks & other events
6. Act as a focal point for information for interested parties including tree wardens, foresters, Environmental/Ecological consultants and land agents, Natural England advisers and the wider general public
7. Contribute to national projects to promote ancient tree conservation e.g. National Ancient Tree Hunt
8. Collate and maintain survey data using a volunteer network, and ensure open access to all non-confidential information
9. Develop volunteer initiatives that foster the understanding and appreciation of ancient trees – for example poetry and story writing competitions
10. Research and collate information and illustrations suitable for a 'Dorset Greenwood Tree Book', gaining public input through consultation
11. Collate and distribute an information pack relating to the management and protection of ancient trees (an annex to the well-established Parish Toolkit for veteran trees)
12. Publicise the project through creating and distributing publicity material (flyer, press releases etc) and attending shows and events
13. Instigate collection of data for a winter trees inventory
14. Work closely with the project partners to achieve all project activities

JOB SPECIFICATION

The postholder has responsibility for the delivery of the areas listed as main responsibilities, which require the postholder to meet the following job specifications:-

- Ability to understand and make decisions on a diverse range of topics including ecology and management of ancient trees, biodiversity action plans and natural history. Keep abreast of

developments in habitat management knowledge, the grant aiding system and other agricultural policy issues.

- Close liaison is required internally within DWT, in particular with landowner advisory and People and Wildlife staff. Externally, effective representation of the project steering group, including DWT is required, through liaison with other partner organisations, landowners, volunteers, members of the public and through the media. Excellent communication and negotiation skills are essential to influence stakeholders in formal and informal situations.
- Independent working using own initiative and judgement within the guidelines and policies set out by DWT. Effective planning, implementation and reporting of work are essential.

Some evening and occasional weekend working is required with time off in lieu. Overnight stays are only rarely required. There is frequent travelling within the county with occasional journeys further afield, for which a driving licence and some use of own vehicle are required.

In order for the Trust to work effectively the postholder may be required to assist with other areas of work, so should be prepared to undertake other duties appropriate to the post. All staff working at or for DWT are expected to abide by organisational policies and procedures.

PERSON SPECIFICATION

JOB TITLE Greenwood Tree Project Officer
TEAM Conservation

This section details the experience, knowledge, skills and personal qualities required for the post

Area A EXPERIENCE

Relevant experience in the following areas is especially useful:

- Working with a wide variety of community groups.
- Landowner liaison.
- Implementation of conservation projects in partnership with local communities.
- Project management.
- Media, public relations and public speaking.

Area B KNOWLEDGE

The post holder is expected to have an understanding of and an interest in:

- Veteran trees and nature conservation
- Working in woodland, forestry, arboricultural or nature Conservation sector
- Natural history and habitat management
- Cultural and historic value of ancient and veteran trees

Plus an honours degree in an environmental, educational or forestry discipline.

Area C SKILLS

- Very good interpersonal skills, especially in communication of environmental issues
- Good organisational skills
- Excellent written skills.
- Ability to work with a wide range of people including understanding and empathy with partners and individuals.
- Ability to motivate others and to negotiate positive outcomes.
- Ability to keep to tight timescales and meet deadlines.
- Ability to work independently as well as in close co-operation with others.

- Computer literacy particularly GIS.
- Hold a full driving licence.

Area D PERSONAL QUALITIES

- Self discipline
- Flexibility
- Enthusiasm and self motivation
- Tact, diplomacy & integrity
- Creativity
- Presentable appearance
- Sense of humour

Please sign and date this document to confirm its accuracy at the present time.

Job holder: **Date:**

Line Manager: **Date:**
