



Registered Charity number 1081874

Post Title: Project network officer
(The National Coppice Restoration project)

Salary : £19,000 (pro rata)

Contract: 3 days per week (initial 7 month contract - leading to 3 year contract dependent on funding success)

Responsible to: Director of the Small Woods Association

Key Relationships: National coppice restoration project officer, Local Authorities, land owners, Coppice and greenwood craft groups located within the Southern region of the UK.

<p>Job Purpose: To initiate the 'National Coppice Restoration Project' within Hampshire.</p>

Main Duties and Responsibilities:

1. Contact and develop a working relationship with greenwood craft and coppice workers within Hampshire.
2. Undertake the position of secretariat for the Hampshire group. Attend the Hampshire Coppice Group meetings and provide the role of secretariat for this group.
3. Develop a training and business needs assessment of individuals within the greenwood craft and coppice sector.
4. Develop a project plan to support both the coppice and greenwood industry to Include:
 - Identify funding opportunities
 - Develop bids for funding
5. Collate and map existing information on the availability and condition of the coppice resource. Support coppice groups and individuals achieve long term contracts with land owners.
6. Undertake all other duties to complete the project criteria and considered necessary by the Small Woods Association Director

Person specification

Essential /Desirable

Skills and Abilities

- able to work on own initiative with minimum supervision E
- IT literate – including Word / Excel / Powerpoint E
- developed communication skills both written and verbal E
- ability to communicate at all levels and to quickly establish working relationships with external groups and agencies. E

Knowledge

- an understanding of the coppice and greenwood craft industry E
- an understanding of wildlife habitats especially woodlands D
- an understanding of sources of funding D

Experience

- providing advice to groups on a range of subjects including grant applications, marketing and publicity D
- managing budgets and maintaining records D
- developing promotional initiatives, arranging and chairing meetings D
- applying for grant application from various different sources. E

Qualities

- Confident with a high degree of motivation E
- committed to promoting wildlife sensitive woodland management E

Special Conditions

- ability to travel throughout the Southern region E
- flexibility to attend out of hours meetings as necessary D

POST DETAILS

- 1 **Salary Range:** £19,000 pro rata.
- 2 **Contract** 7 month contract – part time
- 3 **Hours of Work:** 3 days per week. Evening and weekend working may be required for which time off in lieu would be available.
- 4 **Pension** There is no pension scheme attached to this position.
- 5 **Medical:** The appointment will be made subject to a satisfactory medical clearance.
- 6 **Holiday Entitlement:** 5 weeks pro rata
- 7 **Period of Notice:** A minimum of 2 weeks notice, in writing, on the part of the employee and by the Small Woods Association

Full contract will be on SWA's terms and conditions of service, available on request.