



## JOB DESCRIPTION

POST TITLE	GREEN WOOD CENTRE CO-ORDINATOR
RESPONSIBLE TO	Small Woods Senior Manager (Site and Commercial)
RESPONSIBLE FOR	Site assistant, volunteers
SALARY:	£22,000 – 24,000 dependent on experience (pro rata)
CONTRACT	3 days per week - 2 year contract (some weekend work)
JOB PURPOSE	This is a vital post to renew the Green Wood Centre site and its woodlands, working with volunteers to achieve its safe, legal and sustainable operation, and to help develop its full potential as a centre for coppice industry training, sustainable living and social forestry.
JOB CONTEXT	The post is mainly practical and involves working on your own and with volunteers to achieve targets for the Veolia Environmental Trust which is part funding the post

## MAIN DUTIES

- Oversee the appearance and smooth running of the Green Wood Centre site and buildings, and develop and implement a long term maintenance plan
- To develop a series of building projects on site; to repair, maintain and renew existing buildings, to design and build simple wooden buildings and install access ramps, platforms and walkways on the site within the confines of planning rules, a World Heritage Site and the land owners
- Carry out the recruitment, management, supervision and training of volunteers and placements at the Green Wood Centre, including:
  - Recruitment of volunteers from a wide range of backgrounds and skills, and meeting the special needs of volunteers with disabilities
  - Induction of volunteers, including agreeing objectives, times of attendance and training needs assessments
  - Attending to health and safety of volunteers and placements, including training, purchase and care of protective clothing, maintenance of tools and first aid kits
  - Develop a site based work programme for volunteers, probationers and employees to achieve the outputs of the Veolia project and ongoing site maintenance and heating
  - Carrying out risk assessments and managing risk for all activities on site
  - Supervision of work parties, taking responsibility for the quality of work done
  - Organising a monthly weekend demonstration day with volunteers
  - Setting objectives with volunteers and regular evaluation and appraisal interviews
- Develop and oversee the implementation of systems to meet Small Woods' legal responsibilities for health and safety of staff and visitors on site, including electrical equipment testing (PAT) , fire systems , risk assessments etc

- To be a member of the Green Tourism Business scheme; to ensure that recycling and composting is carried out as well as possible, and to oversee disposal of recycled materials, to oversee the sewage system and the woodfuel boiler, to maintain the reedbeds, to ensure security is maintained, including security lights, alarms, and keys
- To co-ordinate use of the site via diaries and internet bookings, liaise with admin and café staff, and assist with events, activities and courses as required

Person Specification:

	Essential	Assessment
Qualifications	First aid at work certificate Health and safety at work Driving licence Educated to A level or OND in practical construction, woodland management or craft skills	Certificates to be shown at interview
Experience	Use and care of tools Working with and training volunteers Knowledge of sustainable woodland management Site supervision and management Design and construction of simple wooden buildings Working from a specification Building maintenance	Test at interview  Application form + interview Interview Application form + interview  " Test at interview
Personal qualities	Ability to inspire and energise others Good communication and interpersonal skills. Ability to work calmly under pressure.	Interview Interview  Application form + interview
	Desirable	
Qualifications	Educated to HND, degree level or equivalent Minibus license OCN or NVQ assessors qualification OCN in social forestry CRB / ISA registered Chain saw certificates Risk assessment training	Any certificates to be shown at interview
Experience	Working within the voluntary/charity or environmental sector. Basic IT skills Practical coppicing Recruitment and retention of volunteers Sensitive land management Working with vulnerable groups Working within a public/visitor centre	Application form Application form Application form App + interview

Personal qualities	Ability to organise a diverse and demanding workload Understanding of and commitment to Small Woods' organisational values Commitment to sustainable living Ability to engage with the public	Application form +interview  Interview Interview
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