

Job Description

Job Title: Woodland Creation Project Manager

POSCODE: CCC2823

Grade: SO1

Overall purpose of the job

The Woodland Creation Project Manager post holder will work across the County, within the Natural and Historic Environment Team, to deliver the Woodland Creation Project and report into the Councils' Climate Change and Environment programme. Working with land managers, parish councils, and local communities to identify and develop places for tree and hedge planting schemes to increase overall canopy cover across the whole county. This role requires experience of working with a variety of organisations, developing tree and hedge planting schemes, and a good level of knowledge and understanding of project management, reporting and project tools to effectively monitor and manage projects and workstreams.

Main accountabilities

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1.	Coordinate project management of the County Council's Woodland Creation Accelerator project, directing, guiding and managing project delivery to ensure objectives are delivered to a high quality, forecast delivery times and budget targets. The post holder will lead on the internal and external engagement associated with the Woodland Creation Accelerator Project as well as developing plans, guidance and resources regarding tree planting across communities. Decisions will be made in conjunction with the Project team unless related specifically to tasks assigned to them.
2.	Monitor and report project progress regularly to the programme manager, project sponsor and project board. Proactively and positively provide challenge and suggestions to improving the project's delivery, in particular in relation, to ensuring that the benefits and outcomes are delivered.
3.	Liaise with the Project Sponsor, Project Board and key stakeholders to establish the scope and definition of the projects, secure agreement to timescales and the provision of the necessary resources, and confirm the required outcomes and success criteria by which the project will be evaluated. Ensure that the project objectives align with the strategic objectives of the organisation.
4.	Procure and manage consultants/ specialist teams in line with the Council's processes to support the delivery of the Woodland Creation Accelerator project.
5.	Using skills and experience of environmental policies and legislation, develop a pipeline of high-quality tree planting schemes across Cambridgeshire, advising on appropriate scheme design to achieve biodiversity gains and benefits for people, using their knowledge of tree planting.
6.	Facilitate effective liaison between Cambridgeshire County Council and other partners, including landowners, district councils and funders. Utilise experience of public engagement to determine the most appropriate approach, for example meetings (in-person and online), written correspondence or other methods of communication.
7.	Ensure the timely preparation of grant claims and compile and deliver reports on delivery progress to the project team.
8.	Ensuring obligations as set out in the Grant Funding Agreement are delivered.
9.	Demonstrate an awareness and understanding of equality, diversity and inclusion.

10.	Ability to contribute to our organisational commitment to becoming a Net Zero organisation by 2030.
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Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Degree or equivalent relevant experience	Forestry, ecology, nature conservation, or equivalent work experience in one of these areas.	Essential

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Nature Conservation	A good understanding of nature conservation and how people can take positive action for nature and the associated benefits.	Essential
Woodland Creation	A good understanding the UK Forestry Standard and best practice in community forestry/ designing woodland for public access and wildlife.	Essential
Environmental policy and legislation	Familiarity with relevant environmental policies, legislation, planning regulations and environmental impact assessments	Desirable
Data analysis and monitoring	Knowledge of basic data analysis techniques and experience in monitoring and evaluating conservation projects	Desirable
Skills		
Communication	Excellent communication skills, both verbal and written, are necessary to engage with various audiences. This includes preparing and delivering presentations, drafting reports, and using different communication channels to disseminate information and raise awareness about nature recovery efforts.	Essential
Developing partnerships	Ability to build relationships with diverse stakeholders and develop partnerships that make possible collaborative decision making and co-creation of projects with different local authorities, contractors, and community groups	Essential

Education and outreach:	Ability to develop and deliver educational programs and outreach activities to raise awareness about nature including designing and leading workshops, organising events, and creating educational materials for different audiences.	Desirable
Flexible and agile	Ability to meet the transport requirements of the post and adapt to changing circumstances, needs, and priorities within the community, and adjusting engagement strategies accordingly.	Essential
Experience		
Project Management	Planning, implementing, and evaluating nature recovery projects. To includes goal setting, developing timelines, managing resources, and monitoring progress.	Essential
Tree planting	Practical experience of delivering tree planting schemes with landowners, communities and/or public sector organisations	Essential
Budgets/ grant claims	Managing budgets, identifying funding opportunities, writing grant proposals, and supporting groups bid for external money.	Desirable
Equality, Diversity and Inclusion (applies to all roles).	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Net Zero (applies to all roles).	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential

Disclosure level

What disclosure level is required for this post?	None X	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid X	Field	Remote	Mobile
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