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| **Post title:** | Woodland Project Assistant |
| **Grade:** | F |
| **Responsible to:** | Nidderdale AONB Woodland Officer |
| **Staff managed:** | None |
| **Directorate:** | Community Development |
| **Service:** | Planning – Nidderdale AONB |
| **Job family:** | **P&T - Professional & Technical** |
| **Date of issue:** | June 2023 |

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| Job context |
| * The Nidderdale AONB team leads conservation work across the Protected Landscape to deliver objectives in the AONB’s statutory management plan on climate change mitigation and adaptation, nature recovery, farm conservation, development management, landscape, access and built heritage. * We are working in partnership with the Woodland Trust on a multi-year project to deliver significant levels of new woodland creation in the AONB. The Woodland Project Assistant will support the Woodland Project Officer within the wider Nidderdale AONB team. The Woodland team will develop woodland creation projects within the AONB working with landowners, land managers and farmers to facilitate tree planting on their land. The Woodland Project Assistant will provide effective support to the Nidderdale AONB Woodland Officer dealing with enquiries about tree planting, scoping out schemes and liaising with landowners, managers and farmers to develop projects. * A key part of this role is providing support and advice to members of the public. * This work directly underpins the AONB Management Plan objective to increase woodland cover as part of our aim to reduce carbon emissions and seek opportunities for increased carbon storage across the AONB. * The post holder will be required to work independently, under the guidance of the Woodland Officer, monitoring progress of tree planting projects. This will include liaising with landowners, land managers and farmers to help progress tree planting plans, carrying out constraint checks and applying for funding. |

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| Operational management: | * Support the Woodland Officer in dealing with enquiries from people interested in tree planting on their own land. Liaising with landowners, land managers and farmers to provide advice and support on tree planting projects * Assist the Woodland Officer in identifying suitable site for tree planting, classifying key site features and carrying out Stakeholder consultations to ensure that the right trees are being planted in the right places * Work with the Woodland Officer to develop tree planting plans, cost up schemes and progress them through approval and funding systems, on behalf of land owners, managers and farmers |
| Resource management: | * Assist the Woodland Officer in costing up of woodland creation schemes to apply for woodland creation grants |
| Partnerships: | * Work within the AONB’s existing relationships with local and regional conservation organisations to optimise project delivery * Work with regulatory bodies and funders to develop projects and identify key site features at an early stage |
| Communications: | * Work closely with the Woodland Officer to provide technical support to land owners, managers and farmers wishing to plant trees * Liaise directly with land owners, managers, farmers, regulatory bodies and other stakeholders keeping them up to date with project progress * Work with AONB Comms Officer to help publicise the work the AONB does to support tree planting projects |
| Systems and information: | * Track and monitor progress of woodland creation projects, maintaining project admin and records as directed by Woodland Officer * Map projects, identify sites, carry out site constraint checks using the Nidderdale AONB Woodland Opportunity Plan as a starting point |
| Safeguarding: | * Adhere to GDPR when handling personal data |

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| Person Specification: |  |
| Essential | **Desirable** |
| Knowledge and Experience   * Knowledge of conservation, land management or related field * Experience of working on conservation projects * Experience of working with the public * Confident in using a range of IT software packages, maintaining records and handling data | * Experience of woodland management * Experience of working with landowners, managers and/or farmers * Ability to use GIS |
| Occupational Skills   * Ability to build successful relationships with land owners, managers and farmers * Capable of working both in a team and independently * Be organised able to problem solve, prioritise work load and meet deadlines |  |
| Behaviours  [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |  |
| Professional Qualifications | * Technical qualification in conservation, land management, forestry or related field or demonstrable relevant experience |
| Other Requirements   * Ability to travel to rural sites around the AONB |  |

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| Career progression: |
| * At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, e.g. apprenticeships and work shadowing/coaching. * As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities. |

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| Structure |
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NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.