

Yorkshire Dales Millennium Trust



Job Description: Woodland Development Manager

Position: **Woodland Development Manager**

Responsible to: **Programme Director**

Location: YDMT offices in Clapham

Salary: Band: £37,834 - £40,774

Full Time (35 hours per week). Mix of office and home working. Will consider part time at four days a week.

Job Purpose: To lead on all woodland-related activity within YDMT, including the effective delivery of the Woodland Strategy, partnership projects, and management of the Woodlands Team.

Yorkshire Dales Millennium Trust is an local charity doing big things to help to protect and enhance the People, Landscape and Wildlife of the Dales.

For 29 years we have delivered diverse and inspirational projects, helping to plant 1.6 million trees and securing the future of more than 850 hectares of wildflower hay meadows, creating habitats for our wildlife and combatting climate change. We are passionate about inspiring disadvantaged groups and future generations to care for this special area. Our three-year strategy is centred around building partnerships that increase the scale and pace of nature recovery.

Our ambitious woodland strategy has enabled us to grow our work and increase our ability to help tackle climate change, biodiversity loss and connect more people with nature. We are committed to delivering transformative projects for people and nature, and working with our communities and partners to increase our impact.

OUR VALUES GUIDE EVERYTHING WE DO

- **Enabling** – We make real practical things happen and are approachable, collaborative and inclusive, valuing people's opinions in everything we do
- **Caring** – We are passionate about supporting the people, landscape and wildlife of the Yorkshire Dales and are committed to being sustainable
- **Creative** – We thrive on new challenges and act with entrepreneurial spirit in order to make a positive difference to this special area
- **Honest** – We always act with integrity and are open, clear and fair

HOW WE WORK

- We deliver transformative projects for people and nature, and use our skills to enable other organisations to increase their impact.
- We raise and distribute funds, providing flexible grants and guidance supporting innovative community-led action where it is needed most.
- We are firmly rooted in our communities and have a greater impact by joining forces with our partners.

Main duties and responsibilities:

- a) Lead the development, implementation, promotion and monitoring of the YDMT Woodland Strategy.
- b) Build and maintain strategic partnerships involving the development and delivery of agreed targets with partner organisations.
- c) Manage the Woodlands Team: line management of Woodland Officers, including supporting YDMT Trainees as required, to deliver woodland schemes and engage a range of people with our woodland work.
- d) Task manage the Community Conservation Officer to ensure delivery of community events and training, volunteer monitoring of woodlands and development of our community nurseries.
- e) Work with landowners to deliver woodland creation and management schemes to achieve the ambitions set out in the YDMT Woodland Strategy and to meet the targets agreed with external partner organisations.
- f) Oversee woodland grant applications and make clear recommendations to the YDMT Trustee Grants Committee.
- g) Ensure that all woodland schemes and grants achieve their aims and objectives, and the contractual requirements of funding partners including reporting, monitoring and evaluating delivery.
- h) Oversee and manage YDMT's woodland budget and cashflows, and work with colleagues to track spend.
- i) Identify strategic opportunities for future areas of work supporting fundraising to secure sustainable income streams.
- j) Ensure that all necessary risk assessments, permissions, consents, working procedures, relevant training is in place for all woodland-related activity.
- k) Capture all schemes and activities on our monitoring, evaluation and learning systems QGIS and Upshot, including woodland survey data to enable evidence-based decision making and planning.

General

- To support the delivery of the YDMT's wider strategy working with colleagues across all teams and in partnership.
- Represent YDMT on relevant steering groups and wider meetings and actively promote our work and seek new opportunities that align with YDMT aims and objectives.
- Provide all necessary project information to ensure effective monitoring, evaluation and learning of projects, including written reports and updates where required for management, partners and funders.
- Carry out duties with due regard to the well-being and safety of others at all times.
- All staff members are expected to volunteer to support and assist at the occasional evening and weekend event

This is not intended to be a full description of duties and the post holder may be required to perform any other duties commensurate with the nature of the post as deemed appropriate and by agreement with your line manager.