

# Yorkshire Dales Millennium Trust

## Woodland Trainee Job Description

January 2024



- Position:** YDMT Woodland Trainee
- Responsible to:** Woodland Development Manager
- Location:** YDMT offices, Clapham, North Yorkshire (working across the Yorkshire Dales National Park and catchment area)
- Hours:** 35 hours per week for 12 months
- Job Purpose:** The trainee will work as part of the YDMT Woodland Team to support all woodland-related activity within YDMT, including the effective delivery of the Woodland Strategy, partnership projects, and grant programmes

YDMT is a small charity doing big things to help to protect and enhance the People, Landscape and Wildlife of the Dales and the surrounding areas.

Since 1996, we have delivered diverse and inspirational projects worth over £30 million to the region. Our vital work has helped to plant over 1.5 million trees and secure the future of more than 800 hectares of wildflower hay meadow, creating fantastic habitats for our wildlife. We're passionate about inspiring people from disadvantaged backgrounds and future generations to care for this special part of the world.

### 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 projects
- We raise and distribute funds to enable our partners and individuals to deliver projects
- We work in partnership to deliver the maximum charitable benefits to the area

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### **Main responsibilities of Woodland Trainee:**

- a) Support the implementation, promotion and monitoring of the YDMT Woodland Strategy, including working with landowners, local communities and disadvantaged groups from neighbouring urban areas
- b) Working independently to undertake the [ABC Level 2 Certificate in Forestry](#) or the [ABC Level 2 Certificate in Arboriculture](#)
- c) Working with the YDMT Woodland Team to support landowners and partner organisations to design and implement woodland and landscape tree schemes, including processing grant applications and claims, assistance with obtaining quotes, sourcing trees, guards and stakes, and assistance with preparing grant applications to other organisations.
- d) Assist in the organisation of woodland events and activities for a variety of groups including local communities, disadvantaged outreach groups and corporate and individual supporters.
- e) Work with the YDMT Woodlands Team and Forest Plastics Working Group to seek to find solutions and promote alternatives to using single use plastic in woodland creation.
- f) Work with the YDMT Woodlands Team to ensure all necessary risk assessments, permissions and other relevant information are in place for all events and activities.
- g) Work with the Woodlands Team and other YDMT staff to provide training and opportunities for community volunteers and diverse groups to assist in seed collection and germination, tree nursery development, tree planting and care of woodlands.
- h) Help to promote the work of YDMT through taking photos/video, social media, blogs, presentations, attendance at community events, assisting with press releases etc.
- i) Assist with collecting and collating evaluation material, including developing baseline surveys and working with others to record information, observations, comments etc. and to disseminate learning through reports, articles, workshops and at partner events and conferences.
- j) Support and assist YDMT's fundraising, communications and administration teams with elements of their work.
- k) Where appropriate work with other organisations, project partners and stakeholders either through specific activities or short term placements agreed in advance.

### **General:**

- 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.

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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.

This post is subject to an enhanced DBS check.

### **Background**

YDMT is looking for an individual with enthusiasm and energy who has a strong interest in trees and woodlands and enjoys meeting and working with a variety of people. As a YDMT Woodland Trainee you will be involved in many different areas of work helping us deliver a range of projects, including developing and delivering new woodland creation schemes and a programme of woodland activities.

The traineeship will start in July 2023 and will last for 12 months. It will provide full-time work-based training focusing on the [woodland work](#) of YDMT. You will also have the opportunity to gain a range of certificated skills and have access to training vital for a successful career in the woodland or environmental sector. This will include working to achieve the [ABC Level 2 Certificate in Forestry](#) or the [ABC Level 2 Certificate in Arboriculture](#) through The Horticultural Correspondence College. Although this course involves independent research you will be given dedicated time each week to progress your studies and help and advice will always be on hand.

A key element of this traineeship will be to engage with a number of targeted groups from local communities with the aim of developing a network of community tree nurseries. You will also have the opportunity to be involved with outreach groups experiencing disadvantage and help to plan a range of activities and events that connect them with the natural environment in the Yorkshire Dales, enabling participants to improve their well-being, knowledge and skills, and increase their confidence in being in the outdoors.

We are keen to support you to develop to your strengths and interests and hope to provide opportunities for you to work with other organisations or businesses by arranging a suitable short term placement or placements. In addition to a competitive salary, you will also receive funding to help cover the costs of transport for work travel, and outdoor clothing and equipment will be provided.

You will be part of the YDMT Woodlands team but will also have the opportunity to work alongside our fundraising, communications and administration teams. This will provide ample opportunities for you to learn new skills and gain experience of working in a dynamic environmental charity, all supported by our staff team and a generous training package, enabling you to be well-placed to commence a new career in the environmental sector.

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### **What's in it for you?**

This is a fantastic opportunity for someone looking to begin a career in the woodland or environmental sector

Through this unique paid traineeship, you will:

- Have a 12-month employment contract with a salary of £21,840 per year plus expenses.
- Gain valuable experience of being part of a busy projects team in a thriving small charity.
- Develop a comprehensive set of skills you can use elsewhere.
- Undertake a course that delivers a good theoretical knowledge of forestry leading to an industry recognized qualification endorsed by the Royal Forestry Society
- Complete a logbook recording the work you have undertaken and skills developed to enable you to complete future job applications more easily.
- Undertake bespoke development training (worth up to £2500) in addition to all the on the job training
- Have mentoring and support from a project manager, project officers and other YDMT staff.
- 25 days annual leave holiday plus bank holidays and 3 additional trust days, pension contribution, and access to our Employee Assistance Programme, health benefits package, well-being support programme, and more.

...and you'll be helping us to connect more people with the natural world, enhance and improve the landscape, and inspire and empower more people to take positive action to improve the environment.

You will be contracted to work 35 hours per week. Start and finish times will vary in line with programme delivery. There will be some requirement for working occasional evenings and weekends, but notice will be given in advance.

Your expenses, including your travel whilst on work business, will be fully reimbursed.

All necessary equipment will be provided, including a generous allowance towards the purchase of outdoor clothing needed for the role.

### **Experience, knowledge and skills needed for this role**

#### **Skills and experience we're looking for:**

- A wide range of people-based skills, open minded, patient, confident.
- Enthusiasm and passion for the outdoors and environmental issues with a particular interest in trees and woodlands
- Interest in connecting people with the natural world, conservation and environmental issues, and an understanding of the importance of this for the communities we work with.



- Able to work collaboratively as part of a team, and independently with a minimum of supervision (but know when to ask for help).
- Aptitude for practical work and working outdoors.
- Creative and able to develop your ideas.
- Basic IT skills, use of email, word, excel, google, outlook and social media.
- Organised and attention to detail.
- Excellent written and verbal communication skills.

**It would be desirable if you have these skills:**

- Experience of being involved in work in communities, through paid or voluntary work or lived experience.
- Experience of being involved in environmental projects and practical conservation work, through paid or voluntary work or lived experience.

**Do you need a driving licence?**

Ideally, yes. Most of our work sites are in remote locations, away from main public transport routes, therefore this role is more suited to a person who holds a full driving licence and is willing to drive as part of the role. This is flexible however, and can be discussed with the successful applicant.

**Minimum qualifications**

It would be preferable if you have at least Grade 4 in English and Maths, as you will need to keep records, write reports, use email etc. We recognise that not everyone may have attained this through formal education and so there is some flexibility. Your skills, knowledge and enthusiasm will be key to your success, and we would support you towards these or similar qualifications if necessary.

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	Essential	Desirable
Minimum qualifications Grade 4 Maths and English (see above)		✓
Willingness to learn, train and develop	✓	
Interest in working with communities	✓	
Self-motivation, commitment and initiative	✓	
Passion and interest in the natural environment, trees and woodlands, conservation and environmental issues	✓	
Ability to work independently	✓	
Ability to work collaboratively as part of a team	✓	
IT skills (email, word, excel, social media)	✓	
Experience of QGIS or other mapping applications		✓
Communication skills (verbal and written)	✓	
A level of physical fitness appropriate to the job	✓	
Experience of being involved in work in communities, through paid or voluntary work or lived experience		✓
Experience of being involved in environmental projects and practical conservation work, through paid or voluntary work or lived experience		✓
Driving Licence (see above)		✓

### Yorkshire Dales Millennium Trust

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