



**Sheffield &  
Rotherham**  
Wildlife Trust

# APPLICANT PACK:

SOUTH YORKSHIRE WOODLAND CREATION  
SENIOR PROJECT OFFICER

MAY 2022



# ABOUT SHEFFIELD & ROTHERHAM WILDLIFE TRUST

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Sheffield & Rotherham Wildlife Trust is one of 46 Wildlife Trust working for wildlife across the UK. We are a registered charity and company, with a Board of 13 Trustees drawn from our membership. We are part of the local community, working to protect and enhance the natural environment of Sheffield and Rotherham for the benefit of people and wildlife. For over 30 years we have protected important wildlife, habitats and green spaces that matter to local people. We directly manage 16 Nature Reserves, thanks to our many volunteers, including the internationally important moorland at Blacka Moor, the much-loved Wyming Brook, the beautiful woodlands at Greno Woods and the locally important 'space to breathe' at Sunnybank.

Every year we engage with thousands of people of all ages, and have nearly 6,000 subscribing members and a rapidly growing social media following. We reach out to communities in some of the most deprived parts of the country through our Natural Neighbours programme. We run an Outdoor Learning Service for children and young people of all ages and abilities and we work with older, vulnerable, isolated adults to support them engaging back in to their communities through our Wild@Heart nature programme.

Recent projects include the delivery of natural flood risk management schemes with the Environment Agency on the Rother, recording the return of the otter along the River Don and producing the first ever State of Nature report for Sheffield. We are the lead partner for the successful Sheffield Lakeland £4 million Heritage Fund landscape partnership. We also take action for wildlife and green spaces under threat, supporting other groups and working with local people to campaign on issues that threaten our natural environment and local wildlife. Recent campaigns include opposing a Motorway Service Area on the Local Wildlife Site and ancient woodland at Smithy Wood, asking for a Street Tree Strategy for Sheffield and the retention of the Chelsea Road elm tree. We are also working together with other Wildlife Trusts to call for a 'Wilder Future' and a new strong Environment Act.

To find out more about our work please take a look at our website here: <https://www.wildsheffield.com/>

Wildscapes Consultancy (both a CIC and part of the Trust) works to improve places for people and wildlife by providing a range of land management and ecology services. Profit generated by the social enterprise is re-invested back in to the Trust's charitable activities - into our Nature Reserves, wildlife and habitat conservation, community engagement and campaign work.



## ABOUT THE SOUTH YORKSHIRE WOODLAND CREATION PARTNERSHIP

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Sheffield and Rotherham Wildlife Trust is the secretariat for the **South Yorkshire Local Nature Partnership**. The South Yorkshire Local Nature Partnership (SYLNP) is a network of organisations from across the voluntary, public and private sectors of South Yorkshire working together to achieve the vision: *“South Yorkshire’s natural environment is valued, enhanced, celebrated and enjoyed by everyone and is recognised for the essential contribution it makes to the local economy and peoples’ quality of life.”* The SYLNP has an adopted [Terms of Reference](#) but is not a constituted body nor does it have any funds or resources of its own. Sheffield and Rotherham Wildlife Trust (SRWT) is therefore acting as the host and accountable body for the SYLNP for this project. Therefore, this post is employed by SRWT and subject to the Trust’s Terms & Conditions of employment.

The **South Yorkshire Woodland Creation Partnership** was established in 2020 in recognition of the ambitions of local partners to accelerate woodland creation across the region in response to the climate and nature emergencies as well as the community’s growing demand for greater access to natural green spaces in light of Covid19. The partnership is made up of the SY Mayoral Combined Authority, the Woodland Trust (Linking in to the Northern Forest), the four Local Authorities (Sheffield, Barnsley, Doncaster and Rotherham) and SRWT, with advice and support from the Forestry Commission.

More information is available here: <https://www.wildsheffield.com/discover/sy-woodland-creation/>

### ABOUT THE ROLE

This post is supported by the Trees Call to Action Fund for up to three years from 2022 to March 2025.

The post-holder will contribute to the target of increasing woodland cover by 250 ha in South Yorkshire, utilising existing capital funds and grant streams that are already available through Defra and the Woodland Trust. The role will involve promotion and outreach to private landowners and others to develop woodland creation projects as part of SY WCP Project Pipeline. This includes providing appropriate advice to a wide variety of landowners and managers (including advice on funding options, regulatory processes and design) and then managing contractors and consultants to deliver landscape scale woodland creation on the ground.

The role will involve working with the SYWCP Programme team and a wide range of partners to plan and deliver woodland creation in South Yorkshire.



Department  
for Environment  
Food & Rural Affairs

Heritage  
Fund



Forestry Commission



# JOB DESCRIPTION

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**JOB TITLE:** Senior Project Officer

**JOB NUMBER:**

**RESPONSIBLE TO:** SY Woodland Creation Project Programme Manger

**RESPONSIBLE FOR:** Marketing and Communications Officer

## **OVERALL PURPOSE**

To deliver to the South Yorkshire Woodland Creation Partnership aims, in particular the ambition to significantly increase woodland cover across the region.

This role will focus on delivery to bring forward, plant and establish new native woodlands on land mainly in private land ownership.

## **MAIN RESPONSIBILITIES:**

- Working as part of a team, initiate, deliver and establish new woodland creation schemes within the South Yorkshire area of the Northern Forest, through partnerships, direct advice, promotion of grants and subcontracting.
- Line manage a part time Marketing and Communications Officer and support them to develop a Marketing and Communication plan to enable outreach to private landowners about the opportunities and benefits of woodland creation.
- Through the development of woodland creation projects, create well designed and resilient woodlands that provide multiple ecosystem services and benefits for the benefit of people and nature.
- Provide advice to landowners on individual woodland creation schemes, including design of woodland planting schemes, ensuring regulatory requirements are met, costing up proposals and seeing them through to delivery where appropriate.
- Support landowners and local authorities in applications for funding from a range of sources
- With the Programme Manager, identify, develop and manage partnership opportunities that will deliver at scale across whole landscapes
- Work with colleagues internally and externally, promote a “one team approach” to develop innovative and creative approaches to landowner engagement that will help to maximise outputs and ensure the right support for landowners within a complex funding landscape.
- Keep up to date with developments in the external environment including regulation and grants.



# JOB DESCRIPTION CONTINUED

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- Look for opportunities to demonstrate best practice or innovation in creation and management of wooded habitats, and to communicate this more widely.
- By setting high standards and through clear communication, ensure high quality outputs from contractors and consultants.
- Through active networking, develop relationships with individuals in public and private sector to further the Partnership's aims and increase impact.

## Other Duties

- Work to and promote the Trust's charitable objectives, strategy, policies and procedures, including the Trust's culture statement.
- Undertake any other duties as required by your line manager that are commensurate with the skills and responsibilities of this post.
- Where appropriate, promote membership of the Trust.
- Present a professional image of the Trust at all times.



# PERSON SPECIFICATION

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## EXPERIENCE

### Essential

- Significant experience and proven track record of delivering landscape scale woodland creation schemes in a variety of situations working with individual farmers and landowners, organisations, businesses and local authorities.
- Experience and proven track record of working through others to achieve delivery, including partnerships, contracts, professional consultants and volunteers.
- Practical experience and application of forestry regulations including EIA determination
- Experience of successfully contributing to managing project budgets/grant funding as part of delivery and reporting to funders as required
- Experience of effectively engaging and working with a wide range of landowners and other stakeholders from large estates, to local authorities, environmental NGOs and smallholders

### Desirable

- Experience of woodland creation in a wide range of settings from rural to urban fringe, from farmland to vacant/derelict land.
- Experience of managing contractors and/or consultants
- Experience of line management and general budget management

## KNOWLEDGE & QUALIFICATIONS

### Essential

- Qualified to Level 4 in forestry, land management, or related field, or equivalent experience
- Driving license or ability to travel to sites across SY
- Excellent working knowledge of regulations, specifically in relation to forestry, including EIA determination
- Good working knowledge of land management practices, and an ability to understand and engage with landowners and land managers from a variety of different practices and backgrounds
- Good knowledge of agri-environment, landscape and woodland creation grants, as well as non-governmental support mechanisms
- Good ecological and historic environment knowledge to identify habitats of value and features of interest or to know when further investigation is needed.

### Desirable

- Understanding of ancient woodland and woodland management
- Knowledge of GIS (Geographic Information Systems)
- Knowledge of South Yorkshire region

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# PERSON SPECIFICATION

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## SKILLS

### Essential

- Excellent communication skills, both verbal and written, and the confidence to represent the SYWCP, both internally and externally, in a professional, competent and positive manner.
- Highly organised with excellent planning skills along with a strong customer focus
- Able to prepare sound scheme budgets for external funding for clients
- Commercially aware, able to deliver good value for money from all operations by understanding the need to balance the Partnership's aims, the landowners' requirement against the cost of delivery.
- Good IT working knowledge (preferably Microsoft Word, Excel, GIS, Gmail and Windows)

## PERSONAL QUALITIES

### Essential

- Inspiring, able to engage, persuade and inspire others.
- Results Driven: able to prioritise and act with tenacity and enthusiasm to achieve goals.
- Strongly self-motivated, with the drive to motivate others. You will be able to act with initiative and identify opportunities that will deliver trust aims effectively.



# DETAILS OF EMPLOYMENT (NOVEMBER 2021)

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**Salary:** £29,829.75 per annum (SPO grade)

**Pension:**

All staff who earn over £192 per week (£833 per month) are over 22 and under pensionable age, are automatically enrolled on the SRWT pension scheme.

Following a 3-month postponement, from 6th April 19 onwards this is based on a total of 8% minimum level, 3% by SRWT and 5% by employee.

After 6 month's service (subject to successful probationary period), the employee will be entitled to a 9% contribution which need not be matched.

Anyone who does not meet eligibility criteria will have the opportunity to join the scheme should they wish, although they will not qualify for SRWT contributions.

**Working Hours:**

The working week for this post is 37.5 hours, exclusive of lunch breaks. The post may involve some evening and weekend work for which time off in lieu can be taken. Flexi-time arrangements can be made at the line manager's discretion.

**Location:**

The post will be based at the Trust's main office on Stafford Road. Staff have the opportunity to blended working combining home and office working. However it is expected that the post holder will be required to visit other project sites and will work throughout Sheffield and Rotherham.

**Probationary Period:** All new employees are required to undertake a period of probation for 6 months, in which they will be expected to establish their suitability for the post.

**Annual Leave:** 20 days holiday, plus 3 days to be taken between Christmas and New Year, plus bank holidays pro rata. Staff will also receive a holiday bonus of 1 day per year for the first five years of full time service up to a maximum of 25 days per year. Annual leave entitlement is pro rata for all part time staff.

**Length of Contract:** This is a fixed term post ending March 2025

**Transport provision:** Trust staff are required to use public transport wherever practical. However the post holder will have use of a pool of Trust vehicles when needed.

**Equal Opportunities:** Sheffield & Rotherham Wildlife Trust is striving to be an equal opportunities employer and selection of applicants is based on merit. Please request the full policy document for further details.

