



WOODLAND & GREEN NETWORK OFFICER

Lothians & Fife Green Network Partnership

£24,442 p.a + 8% pension contribution + car allowance.

Full-time, two-year post (Year 2 subject to funding confirmation).

Based at ELGT Offices, Swanston Steading, Edinburgh.

Closing date: 19th July 2010

The Lothians & Fife Network Partnership is a new regional initiative driven by Forestry Commission Scotland, Scottish Natural Heritage, the four Lothian Local Authorities, Fife Council, Fife Coast & Countryside Trust, Woodland Trust Scotland, Edinburgh & Lothians Greenspace Trust and Central Scotland Forest Trust.

The Partnership aims to promote Green Network initiatives across the region and re-establish the links between fragmented woodland habitats, to benefit wildlife and enhance access opportunities for people.

We now wish to appoint a Woodland & Green Network Officer to support the implementation of the recently produced Forestry Framework for Edinburgh & the Lothians and to deliver projects that contribute to the health and social outcomes as identified by the partnership local authority officers.

We are looking for a suitably qualified and enthusiastic self-starter, with a proven record of project implementation, engaging with local communities and the ability to operate with a wide range of partners in a similar working environment.

To apply for the post, please send a brief covering letter and CV by 5.00pm on Monday 19th July 2010 to Charlie Cumming, Projects Manager (at address below), or email charlie@elgt.org.uk. Interviews will be held on Thursday, 29th July 2010.

For a job information pack please visit our website at www.elgt.org.uk; or contact the Trust at: Edinburgh & Lothians Greenspace Trust, 109/11 Swanston Road, Edinburgh, EH10 7DS.
Tel 0131 445 4025.

The post is financially supported by:



Edinburgh & Lothians Greenspace Trust, 109/11 Swanston Road, Edinburgh, EH10 7DS.
Tel: 0131 445 4025. Scottish Charity No: SC018196

LOTHIANS & FIFE GREEN NETWORK PARTNERSHIP

EDINBURGH AND LOTHIANS GREENSPACE TRUST

WOODLAND & GREEN NETWORK OFFICER

Post: Woodland & Green Network Officer

Responsible to: ELGT Projects Manager & LFGNP

Responsible for: No staff

Overall Purpose: To deliver on the ground woodland and green network projects that contribute to the health and social outcomes as identified by the relevant local authority officers on the LFGNP Steering Group.

To support the implementation of the Forestry Framework for Edinburgh and the Lothians, by promoting and co-ordinating the development and delivery of woodland and green network projects.

BACKGROUND:

The Lothians & Fife Green Network Partnership (LFGNP) is a regional initiative driven by Forestry Commission Scotland, Scottish Natural Heritage, City of Edinburgh Council, Midlothian Council, East Lothian Council, West Lothian Council, Fife Council, Edinburgh and Lothians Greenspace Trust, Central Scotland Forest Trust, Woodland Trust and Fife Coast and Countryside Trust.

The partnership was originally established in 2008, as the Edinburgh & Lothians Forest Habitat Network Partnership (ELFHNP), to develop a strategic approach to the development of forest habitat networks in the region, working with a wide range of stakeholders including local authorities, NGOs, local communities and government agencies.

Although initially focusing on wooded habitats, the steering group of ELFHNP agreed in November 2009 that the Partnership should evolve and expand into a broader and more strategic green network organisation, to facilitate green network initiatives in key areas of East Central Scotland. This decision reflected the changing prominence and political geography of green networks within Scotland, notably the creation of the Central Scotland Green Network as a national priority (National Planning Framework 2, NPF2) and the development of the Strategic Development Plan for Edinburgh and South East Scotland (SESplan).

Funding for this post has been secured from the City of Edinburgh Council, Forestry Commission Scotland and Scottish Natural Heritage. It is anticipated that the workload of the post will be apportioned between the delivery of priority projects within Edinburgh and of other projects elsewhere in the Lothians.

The Edinburgh & Lothians Greenspace Trust will employ, manage and house the post on behalf of the partnership.

Key Performance Indicators:

- Production and implementation of WIAT / SRDP applications to support and deliver the Forestry Framework for Edinburgh and the Lothians and associated Action Plan.
- Provision of expertise and support to the City of Edinburgh Council's Natural Heritage Section and Services for Communities in implementing and developing policy and projects relating to trees, woodlands and green spaces.

KEY ACTIVITIES:

- 1) To deliver woodland and green network projects as identified in the Forestry Framework for Edinburgh and the Lothians and the associated Action Plan, based on the Woodland Mapping Study, in liaison with key partners and wider stakeholders.
- 2) Liaise with landowners, community groups, statutory partners and others to support the preparation of funding applications, producing management plans for woodlands and other habitats.
- 3) To assist in securing match funding and relevant additional resources for the implementation of projects (including woodland creation, woodland management and other habitat improvements) through Rural Development Contracts and FCS Challenge Funds.
- 4) Implement projects, meeting health and social outcomes, that have been identified in the City of Edinburgh Council Millennium Woods (phase 2) programme and to contribute consultation input regarding planning applications affecting community or Millennium woodlands.
- 5) Promote and deliver the health and education benefits connected with woodlands, in liaison with Local Authority staff, FCS, NHS, Forest Schools and other delivery bodies (e.g. ELGT, CSFT, Scottish Lowland Forest District).
- 6) Work in conjunction with Council departments and agencies to ensure issues of tree and woodland protection. Input, where appropriate, to the development of a programme for monitoring and protecting ancient woodlands, review of existing and emerging strategy documents and the identification of enhancement opportunities to existing woodlands and other habitats.
- 7) Implement an appropriate method for evaluating Green Network projects and disseminate information and provide support as required. Prepare and maintain an overview of the outputs and outcomes of Green Network projects and prepare summary reports as required.
- 8) To monitor the development of projects and the overall programme against target timescale, budget and outputs; and prepare regular progress reports for the LFGNP Steering Group.

PERFORMANCE

1. Agreeing realistic milestones and performance indicators with line manager and steering group at the start of the financial year.
2. Taking a full part in annual, formal performance reviews of progress made against agreed targets.

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PERSON SPECIFICATION- WOODLAND & GREEN NETWORK OFFICER

	Essential	Desirable
Education / Training	<ul style="list-style-type: none"> • Recognised degree/diploma or equivalent in a woodland, environmental or community development related subject. • Other degrees/diplomas if allied to a work background in environmental or community development/regeneration • A similar level of appropriate knowledge gained from significant practical and related work experience. 	<ul style="list-style-type: none"> • Project Management • Environmental/Sustainable Development
Relevant Experience	<ul style="list-style-type: none"> • Successful working with partners, community groups and individuals to engage with local communities in the delivery of woodland & greenspace-type projects. • Project development and implementation, contract management and supervision, including health & safety, budgeting and outcome-based monitoring and reporting. • Experience of fundraising and making grant applications to FCS/SRDP. • Community development and engagement techniques and. organising and participating in initiatives that involve communities, schools and other groups in 'hands on' woodland activities. • Networking and liaison with representatives from public, private and voluntary sectors. 	<ul style="list-style-type: none"> • Knowledge of the wide range of policies linked to the greenspace agenda e.g. social inclusion, regeneration, environmental justice and health. • Knowledge of promoting and marketing environmental and educational initiatives to communities, schools and businesses. • Experience of project planning and implementation relating to woodland management and access based projects. • Working knowledge of the voluntary sector. • Knowledge of relevant national and local environmental policies and legislative framework. • Organising and participating at public meetings and events.
Skills and Attributes	<ul style="list-style-type: none"> • Excellent interpersonal, verbal and written communication skills. • Project planning, organisational and time management skills. • Computer literate and experienced with Microsoft Office packages. • Confident and courteous manner. • Self-starter with ability to work as part of a team. • Approachability and ability to enthuse others. 	
Values and Attitudes	<ul style="list-style-type: none"> • Commitment to professional standards and quality. • Commitment to the benefits of environmental regeneration and community engagement as a means of improving the quality of life and well-being of communities. • Commitment to Equal Opportunities and Health & Safety in the workplace. 	
Other	<ul style="list-style-type: none"> • Flexibility – some evening and weekend work • Full driving licence and access to own car • CRB checked post 	

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CONDITIONS OF SERVICE

1) FLEXITIME WORKING

- a) **Working week** - 35 hours per week (excluding lunch break)
- b) **Working day** - 8.00am – 6.00pm
- c) **Core hours** - 10.00am – 12.00am, 2.00pm – 4.00pm
- d) **Lunch break** - minimum 30 minutes to maximum 2 hours, taken between 12.00am and 2.00pm.
- e) **Conditions** - the scheme will operate within the confines of each 35-hour working week and any credit/deficit of hours cannot be carried forward to the next week - a maximum of ½ day (3½ hours) flexitime leave may be taken in any week with the agreement of the Chief Executive - staff must log in/log out if leaving the building and fill in weekly record sheets. The switch board/office reception must be staffed between 9.00am-1.00pm and 2.00pm-5.00pm (4.30pm on Friday)

The scheme does not affect entitlement to time in lieu for evening/weekend meetings or annual holiday leave. The Trust aims to be as flexible as possible and will try to accommodate, wherever possible, individual staff arrangements to cover e.g. family circumstances, study, courses of medical treatment.

2) ANNUAL HOLIDAY ENTITLEMENT

- 25 days within leave year of 1st April to 31st March.
- Plus 8 public holidays
- Plus an additional ½ day per complete year of service up to a maximum 35 days (excluding public holidays days)
- At the discretion of the Chief Executive, up to 5 days per year may be carried forward to the next holiday year and, in exceptional cases, additional days.

3) PENSION

Group Stakeholder Pension Plan (Standard Life).

8% company contribution with obligatory employee contribution of 3% minimum.

Participation allowed after completion of 3 months employment.

4) CAR ALLOWANCE

Essential user rate: Currently under review.

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EQUAL OPPORTUNITIES MONITORING FORM (OPTIONAL)

The Edinburgh & Lothians Greenspace Trust is committed to the principle of equal opportunities and aims to be an equal opportunities employer. The policy aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, age, marital status, responsibility for dependants, trade union or political activity or geographic location.

We would be grateful for your co-operation in helping us ensure that our equal opportunities policy is being carried out by completing the sections below.

Completion of the form is voluntary and it will be separated from the application on receipt. If you do not complete this form it will not affect the treatment of your application. The information you supply will be treated in confidence and will not be used in the selection process; your name will not be shown on any statistics.

POST APPLIED FOR **Woodland & Green Network Officer**

NAME _____

GENDER (please tick) MALE FEMALE

DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY? YES NO

Please give details if you consider this appropriate

ETHNIC ORIGIN

White	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Black Other	<input type="checkbox"/>	Other	<input type="checkbox"/>
Indian	<input type="checkbox"/>		

Please give details if you consider this appropriate:

AGE up to 24 25 – 34 35 – 44 45 - 54 55+

WHERE DID YOU SEE THE POST ADVERTISED?

Thank you for taking the time to complete this form

EDINBURGH & LOTHIAN GREENSPACE TRUST

BOARD AND STAFF

Chairperson	Carol Cawood	Prospect Community Housing
Vice Chairman	Keith McIntosh	Retired Civil Servant/ Midlothian Councillor
Directors	Iain Rennick	Scottish Natural Heritage
	Cllr Steve Burgess	City of Edinburgh Council
	Cllr Stuart McIvor	City of Edinburgh Council
	Cllr Bob Constable	Midlothian Council
	Cllr Russell Imrie	Midlothian Council
	Cllr Barry Turner	East Lothian Council
	Ruth Briggs	Natural Managers
	Alan More-Nisbett	Landowner
	Jeff Stoddart	Farmer
	Mark Turnbull	mtla Landscape Architect
	Mike Westmacott	Compro Public Relations
Board Observers	Geoff Mather	Midlothian Council
	Will Garrett	City of Edinburgh Council
Staff	Chris Lewis	Chief Executive
	Charlie Cumming	Projects Manager
	Liz Stewart	Fundraising & Communications Manager
	Esperanza Martin Gil	Community Projects Officer
	Abby Boulton	Greenspace Projects Officer
	Ian Whitehead	Forest Habitat Network Partnership Officer
	Kim Harris	Finance Officer (P/T)
	Ruth Wyatt	Project Support Officer (P/T)
	Katriona Harding	Fundraising & Communications Assistant
	Addie Dunsmore	Administration Assistant