# Job Description

## Identification of Job

### Job Title

Estate Forester (Graduate)

### Function

Operations

### Responsible to

Forest Estate Officer

### Responsible for

n/a

### Budgets Held

The post is not a budget holder.

## Overall Purpose of Job

This is a one-year graduate development opportunity, based in the National Forest, that offers experience and knowledge building in forestry and a range of land management and conservation initiatives. The post-holder will assist our Forest Estate Officer in a range of tasks to support our National Forest Company (NFC) estate. Working with contractors, businesses, communities and external partners, the appointment will help support the establishment, maintenance, management, engagement opportunities and development of our sites.

In addition, the post holder will have opportunities to learn about and support our wider initiatives, including grant programmes for forest creation and woodland management with third party landowners.

## Main Responsibilities

### National Forest Estate

1. To support the Forest Estate Officer to meet site establishment and tree planting targets, including helping to coordinate contractors in site preparation work, and ensuring provision of trees and infrastructure supplies.
2. To contribute and work with the Estate Team on the preparation, monitoring and implementation of woodland and habitat management plans, including improvement plans for NFC sites.
3. To help ensure health and safety procedures are adhered to and risk assessments for all sites are up to date and managed appropriately, including helping with organising and overseeing repairs and other agreed works.
4. To assist with regular inspections of the NFC estate to ensure areas offer a safe, but natural visitor experience, including responding to incidents that may place the public at risk and coordinate the NFC’s remedial actions.
5. To develop the skills to undertake tree inspections on NFC sites, as required.
6. To advise and support approaches to pest and disease management across the NFC estate.
7. To assist with the recording of data to support NFC research trials and site information for the NFC GIS system, including demonstrating and developing fieldwork skills for mapping and measuring on site.
8. To support NFC public and community events including tree planting and volunteer work parties.
9. To support other activity across the sites as needed in helping with the sustainable management, accessibility, nature improvements and cost effectiveness of activity on sites.

### Land and forestry team support

j) To work as part of a team to ensure the successful delivery of ambitious woodland creation and woodland/ habitat management targets on third party owned sites.

k) To develop good working relationships with farmers, estate owners, forestry agents, community bodies, NGOs, and public sector organisations.

l) To contribute and liaise with the NFC Estate Team and partner organisations to identify opportunities for habitat enhancements, innovation, development and research.

m) To assist, as appropriate, in the production of communications material to help promote the National Forest.

n) To undertake any other relevant tasks as required by your line manager and the Head of Land Management and Estates.

**Additional requirements**

o) To be prepared to have a balance between working partly in an office environment, partly on forestry sites (sometimes lone working) and in all weather conditions.

p) To expect some of the work to be physical e.g. walking long distances during site inspections.

q) To undertake practical forestry qualifications where required e.g. chainsaw and first aid certification.

## Benefits of working with the NFC

### Salary and hours of work

This is one year fixed term appointment of 37 hours per week (excluding lunch breaks). The successful candidate will be appointed within the EO Grade salary range of £27,081 to £28,336.

Normal office hours are 9:00am to 5:30pm Monday to Thursday and 9:00am to 5:00pm on Friday, with an hour for lunch. However, there is scope for flexibility subject to the needs of the organisation.

### Pension

An important part of the pay and reward package NFC offers employees is the option to join the Civil Service Pension Schemes arrangements. These arrangements offer a choice of two types of pensions:

* **Alpha:** This a career average pension scheme (defined benefit) that has a member contribution rate ranging from 4.6% to 7.35% dependent on your salary. The current employer contribution rate is c27% of salary.
* **Partnership pension account:** This is a stakeholder pension with a contribution from the NFC of up to 14.5% based on your age.

### Generous Annual Leave and Bank Holiday Allowance

We offer 30 days’ annual leave and 10.5 days public and privilege holidays.

### Place of Work

The principal place of work will be at the National Forest Company’s office in the Heart of the National Forest at Enterprise Glade, Bath Yard, Moira DE12 6BA. However, we have adopted a more flexible hybrid home/office way of working, subject to the needs of the organisation.

Must be able to drive to sites across the National Forest area.

### Learning and Development

Everyone at the NFC is supported to develop their skills and capabilities. All new employees joining will have a full induction to the NFC’s work and our policies. We also encourage our employees to take up volunteering opportunities as a great way to share skills, while developing new insights and stronger links with our communities.

### Staff Wellbeing

We have various measures in place to assist with the wellbeing of our staff including:

* **Flexible working** – to allow for variations in your hours, or working from home, where this is compatible with business needs.
* **Cycle to Work Scheme** – typical savings on a bike can be up to 42%
* **Employee Assistance Programme** – a free and confidential 24/7 telephone advice service available to staff.
* **Discounts for gym membership**

### Time off in lieu

Due to the nature of the work some unsocial hours may be required in the evenings and weekends to ensure the effective implementation of this post. Time off in lieu is applicable for this role.

### Travel

The post-holder will often need to travel to sites over a rural location. Where the postholder has access to a vehicle for use on NFC business, mileage is reimbursed.

**Policies and procedures**

All staff are required to abide by organisational policies and procedures and to contribute to the smooth administration of the National Forest Company. This includes promoting and acting as an ambassador for the National Forest.

## Person Specification

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| **Experiences and Qualifications** | **Essential (E) or Desirable (D)** |
| Degree level graduate in forestry, land management, environmental studies or horticulture course.  | E |
| English and Maths GCSE Level 4 / Grade C or above. | E |
| Experience in developing and maintaining mutually beneficial relationships with a range of stakeholders including landowners, partner organisations, local residents, volunteers and community groups.  | D |
| Experience of working on practical environmental projects, including undertaking, procuring, or managing maintenance tasks. | D |
| First aid qualification or willingness to undertake training. | D |

| **Knowledge** | **Essential (E) or Desirable (D)** |
| --- | --- |
| Knowledge of woodland and / or habitat management techniques to deliver benefits for the environment, biodiversity and people.  | E |
| An understanding of requirements for Health & Safety, and best practice in maintaining safe conditions for visitors, colleagues, and volunteers. | E |
| Knowledge and understanding of the National Forest. | D |

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| **Skills** | **Essential (E) or Desirable (D)** |
| Willingness to follow instructions, but to be able to utilise one’s own initiative.  | E |
| Ability to communicate in writing and orally in a succinct and engaging manner to a range of audiences. Such as, the ability to convey instructions clearly to contractors. | E |
| Organisational and project management skills, with the capability to work within a varied work programme. | E |
| Competent IT skills including the use of Microsoft Office. Ability and understanding of mapping and GIS software. | D |
| Relationship skills and the ability to deal with difficult situations. | D |
| A good team player, working collaboratively in a multi-disciplinary team. With the ability to report back to line manager on site conditions, quality of contracted works, along with quantities and measurements.  | E |

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| **Personal Qualities and Behaviours** | **Essential (E) or Desirable (D)** |
| High level of enthusiasm, self-motivation and flexible approach, and able and willing to work alone on sites. | E |
| Willing to take ownership and responsibility, ensuring work priorities are resolved in a timely manner and recorded accurately. | E |
| Commitment to environmental issues. | E |
| An understanding of the importance of Equality, Diversity & Inclusion. | E |
| Clean driving license and access to a vehicle to travel to/from sites.  | E |