

Project Coordinator (Woodland Centre) Job Description

Job Title	Project Coordinator (Woodland Centre)
Salary	£24,000 pro rata per annum
Location	Falkland Estate, Fife
Terms	18 month fixed term contract, 3 days per week
Line Manager	Stewardship Director, Centre for Stewardship
Line Management responsibilities	N/A – though post-holder will be responsible for appointing and managing contractors

Purpose of the post:

To actively promote and engage people, particularly young people, in the creation and development of a hub of woodland learning and enterprise on Falkland Estate.

Overview

The main priority within the first six months will be to establish and host the WoodWorks programme for young people who wish to learn about woodland culture and ways of making a living from the woods. By summer 2016, we expect to have completed work on the old sawmill that will provide the physical space for indoor work and learning. A variety of projects will operate out of the premises, building on and linking with existing training and volunteering work: neighbouring craft tenants; a community woodfuel project; and Fife Council's work with children and young people nearby.

The coordinator's role will be to: develop a dynamic hub of woodland learning and enterprise, in collaboration with those who use the centre and surrounding woods; and to contribute towards the creation of a business model that enables the centre to be sustained and expanded through delivery of courses, contracts and rentals.

By summer 2017, the Coordinator will have facilitated the establishment of this new social enterprise where people learn and practice rural skills, craft activities and environmental work. The centre will provide incubation space for new woodland and craft enterprises as well as a place for hosting: courses and events; environmental community action; training and volunteering opportunities.

Main duties and responsibilities:

1. Develop and coordinate the WoodWorks project including: recruitment and support of young people (16-24 years); successful delivery of training, events and mentoring; and effective collaboration with partners. www.woodworks.org.uk
2. Engage, host and liaise with a range of stakeholders in developing and making best use of the new facilities in ways that add value to the environment and beneficial connections with other learning/activities taking place on the estate.
3. Develop and articulate the purpose and role of the Woodland Centre and cultivate a healthy working culture and good relationships with stakeholders.
4. Actively contribute to marketing initiatives, including development of content for the digital hub and all forms of social media
5. Co-create a sound business model, assess additional needs for the successful long-term operation of the hub - and work with other team members, centre users and delivery partners to secure resources to expand and develop the resource.
6. Ensure that each stage of the project is effectively evaluated against planned aims and objectives – and all reporting requirements met in a timely manner.
7. Ensure participation figures are recorded and prepare case studies as required
8. Effectively manage, record and report on project expenditure

Person Specification:

We are seeking an enthusiastic and competent individual who can adopt a creative and structured approach to the establishment of a new hub of enterprising stewardship and woodland culture. Key to the successful implementation of this work will be your ability to encourage and enable others, particularly young people to participate and contribute to the development of the WoodWorks project and new Woodland Centre. The successful candidate will appreciate the barriers that can be faced by young people in seeking fulfilling engagement and identifying opportunities for their personal and career development. The successful candidate will have positive and creative ideas to offer in addressing these problems.

PERSON PROFILE FOR PROJECT COORDINATOR

	Essential	Desirable
Skills and Qualifications	Degree or equivalent qualification in a relevant subject (youth work, ecology, creative industries, skills training, business development, careers advice, community engagement)	Post graduate qualification or practical experience in a relevant subject e.g. project management or training
Specialist Knowledge & Skills	<p>Excellent organisational skills including project and budget management, record keeping and reporting</p> <p>At least one year experience of working with young people</p> <p>Knowledge of the principles of community development and participatory approaches</p> <p>Knowledge and understanding of running a business and the commercial environment</p> <p>Experience of organising events</p> <p>Demonstrated experience of working with digital and social media</p> <p>Production of high quality work to deadlines</p> <p>Good working knowledge of Microsoft packages</p> <p>Good diplomatic skills</p>	<p>Knowledge of HLF grant funded schemes</p> <p>A basic knowledge of current issues within the Scottish educational system and 16+ support for young people</p> <p>A working interest in cultural heritage and traditional craft practices</p> <p>Practical experience of working with wood and/or in woodland management</p> <p>Experience of supervising and monitoring the work of contractors and volunteers or trainees</p>
Interpersonal & Communication Skills	Highly developed verbal and written communication skills, with demonstrated ability to communicate effectively with young people	Experience of working in partnership and with young people to deliver fully costed, detailed project plans

	<p>Ability to network with a wide range of people, organisations and communities</p> <p>Experience of leading and motivating volunteers and freelancers</p> <p>Good presentational skills</p>	
Relevant Experience	Proven, wide-ranging experience in a relevant area of work with young people	
Additional Requirements	<p>Ability to travel independently throughout the project area</p> <p>Willingness to work occasional unsocial hours, weekends and/or evenings</p>	Physical fitness for working outdoors

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria, please contact us to discuss whether a reasonable adjustment can be made.