

**JOB DESCRIPTION**

**Job Title: Project Officer (Woodlands)**

**Purpose:** To deliver Lune Rivers Trust’s activities on two projects: Health and Environmental Action Lancashire and Lancashire Woodland Connect.

**Reports to:** Trust Manager

**Location:** Currently a mixture of home-based and the Lune Rivers Trust office in Morecambe. Frequent site work will be required at locations across the Lune catchment, particularly in the Lancashire part of the catchment.

**Hours:** Full-time 37.5 hours per week.

**Contract:** 12 month fixed term contract (with potential to extend, funding permitting)

The Lune Rivers Trust is a charity dedicated to the conservation, protection, rehabilitation and improvement of the River Lune throughout its whole length and its associated tributaries in Cumbria, Yorkshire and North Lancashire. **Our aim is to protect and improve the riverine habitat to encourage the biodiversity of the River Lune and its tributaries.**

Originally starting out as the Lune Habitat Group in 2000, the Lune Rivers Trust was formed in 2008. We are the Defra Catchment Based Approach host organisation for the Lune catchment.

The Lune Rivers Trust is a small but ambitious environmental charity, with three full time and two part-time staff members working on a range of projects addressing environmental issues affecting the River Lune and its tributaries.

Amongst these projects, in 2021 the Trust was successful in securing funding from the National Lottery Heritage Fund to participate in the Health and Environmental Action Lancashire project. This project is being led by Ribble Rivers Trust and involves a number of partner organisations across Lancashire. Lune Rivers Trust activities involve: engaging with farmers to promote woodland creation, facilitating health and education walks, and working with a local micro tree nursery. We have made a limited start on this project, and the Project Officer (Woodlands) would be responsible for fully developing the project and meeting our objectives by the end of the project period (end of March 2023).

Also in 2021, the Trust was successful in securing funding to participate in the Lancashire Woodland Connect campaign. This campaign, led by Ribble Rivers Trust and also involving Wyre Rivers Trust, aims to develop and promote increased riparian woodland creation. Lune Rivers Trust’s funding comes principally from Lancaster City Council. We have made a start on this project, and the Project Officer (Woodlands) would be responsible for fully developing the project ideas and enabling tree planting to take place this winter.

The Project Officer (Woodlands) will split their time between these two projects. This split will be flexible, and is expected to vary during the duration of the projects (as workload demands vary). But in broad terms, the split between the two projects is expected to be roughly 50:50.

**DUTIES AND RESPOSIBILITIES**

Health and Environmental Action Lancashire

* Work with farmers in the project area to promote woodland creation, particularly riparian woodland creation.
* Work closely with LRT’s Farm Advisor to ensure good coordination in approaching farmers.
* Develop effective cooperation with other organisations active in health & wellbeing in the project area in order to maximise the benefit of health and education walks.
* Develop, organise and oversee a series of health and education walks in the project area. Consider how these walks can have the biggest benefits for those in most need of it.
* Work closely with Lancaster University and Ribble Rivers Trust to support the micro tree nursery in Lancaster. Coordinate with these partners in respect to needs for tree seeds with local provenance.
* Develop, organise and oversee tree seed collection walks. Consider how these walks can be best designed to also incorporate health & wellbeing benefits.
* Keep and provide information for project progress and evaluation report.
* Contribute to and support the maintenance of a database of farm engagement and woodland creation opportunities identified.

Lancashire Woodland Connect

* Develop a prioritisation of where riparian woodland creation would have the most impact in terms of multiple environmental benefits. This will involve close liaison with neighbouring Rivers Trusts.
* Based on this prioritisation, develop new woodland creation projects, including contacting, visiting and working with Landowners.
* Develop and maintain good working relationships with other organisations active in woodland creation (particularly the Woodland Trust and the Forestry Commission).
* Work with Landowners to present the various options available for woodland creation and assist them in choosing the most suitable option for their situation.
* Assist Landowners in preparing applications for grants for woodland creation (e.g. to the Woodland Trust or the Forestry Commission).
* Keep and provide information for project progress and evaluation report.
* Contribute to and support the maintenance of a database of farm engagement and woodland creation opportunities identified.
* Work with the Trust Manager to identify potential future funding opportunities.

General

* Develop and maintain effective liaison with other catchment partners involved in these areas (Forest of Bowland AoNB, Environment Agency, Natural England, Forestry Commission, Woodland Trust, Lancaster City Council and local stakeholder groups).
* Develop and maintain effective liaison with other partners involved in these projects, particularly Ribble Rivers Trust and Wyre Rivers Trust.
* Undertake site visits to monitor progress of works, keep records and report onward.
* To work with and help the wider Trust team to engage with local communities.
* Work with the Trust Manager to ensure project costs are in line with overall project budgets.
* Work with the Trust Manager to develop future funding bids.
* Complete all necessary reports, and keep suitable records in line with the funding requirements and document retention policy.
* Assist with other LRT projects as necessary.

**PERSON DESCRIPTION**

The successful candidate will be able to demonstrate that they are self-motivated and passionate about improving the environment and working with farmers, land owners and communities. They must also be a good communicator with a background in project development and delivery within the environmental sector, or the potential and motivation to develop these skills. A good knowledge of the Lune catchment and the functioning of river catchments would be beneficial.

Essential

* Degree level qualification in forestry/land management or relevant environmental topic.
* Experience of successful project delivery, including producing reports.
* Understanding of how woodlands are meant to perform in relation to ecology and river restoration.
* Experience in using GIS (preferably ArcGIS).
* Ability to work on the differing tasks identified in the Job Description at the same time.
* Ability to work both on their own initiative and as part of a team.
* Excellent presentation skills and communication skills for a wide range of audiences.
* Good interpersonal skills, both face-to-face and over the phone.
* Reliable, good attendance and work performance.
* Valid driving licence and own car, insured for business use.
* Strongly motivated to continue to learn, and develop new skills.
* Willing to pitch in and help out on other projects, as needed.
* Excellent organisational /admin skills and attention to detail:
  + Good IT skills / maintaining a filing system
  + Keeping records of work undertaken
  + Keeping records of expenses incurred
  + Awareness of the need for confidentiality

Desirable

* Experience in woodland creation.
* Knowledge of agri-environment schemes relating to woodland creation.
* Experience of preparing funding applications.
* Knowledge of the project area.
* Knowledge and experience of a range of catchment processes and how they interact.
* Lives in, or is relocating to, the Lune catchment.

