

JOB DESCRIPTION

Job Title:	Property and Carbon Projects Officer
Department:	UK Operations Estate and Woodland Outreach
Team:	Land and Property
Reports to:	Jointly between L&P Manager Scotland and the Carbon Projects Manager
Location:	Home working/Hybrid or Perth Office based
Hours of work:	37.5 per week, Mon - Fri
Contract:	Full time, permanent
Direct Reports:	0
Dimensions:	A split role to provide data input & control, reporting and support to the Carbon Programme in Scotland. Having or keen to quickly acquire a technical awareness of the UK Woodland Carbon Code, woodland creation, collaboration and project management AND to provide a Land & Property support function which will require liaison with internal and other external stakeholders, land ownership investigations, willing to become familiar with the recording of wayleaves, deeds, leases and transfers
Created/Reviewed date:	November 2022

Job Purpose

To coordinate the day to day work involved in the Woodland Trust's - land and property portfolio in Scotland and to support the project management of the Trust's estate and third-party carbon code projects, in turn supporting the Scotland Carbon Manager to deliver carbon on the ground and meet long term carbon code requirements.

To assist the Carbon Manager in Scotland to develop carbon opportunities both on and off the estate and to assist the Scotland Land & Property Manager to complete internal and statutory documentation associated with the management of a large and diverse estate.

The Person – Expertise & Experience

- Understanding or willingness to become knowledgeable of estate functions including statutory and legal requirements
- A basic understanding or experience of woodland creation for conservation and carbon outcomes
- A knowledge or the willingness to become knowledgeable of the Woodland Carbon Code, Peatland Code and upcoming codes in the UK
- Well organised and able to work collaboratively across departments, with individual WT staff and external organisations.

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- Awareness of existing woodland creation grant mechanisms in the four nations
- Attention to detail and ability to analyse and input data accurately
- Good knowledge of Microsoft Office, especially Excel

The Role - Key Accountabilities

- Often being the first point of contact for Land & Property communications in accordance with agreed processes and requirements.
- Undertake a range of administrative tasks including; raising purchase orders and sales invoices, managing queries, document control and updating land based terrier system.
- Assist in the coordination and development of estate documentation for the creation of reports and legal documentation
- Provide administrative support for Estate and Outreach staff and create and maintain efficient processes for site specific data collection
- To help manage and capture data on multiple carbon sites at any one time at different stages both on and off the Woodland Trust Estate
- With initial support from the Carbon Projects Manager – to produce Carbon Code documentation to a high standard which fulfils carbon standard criteria and meets project cycle deadlines
- Where necessary, to liaise with farmers and landowners on third-party carbon schemes to monitor their progress
- Undertake on-site woodland creation surveys following carbon code protocol for validation and verification purposes
- Advise the Carbon Team on delivery challenges and successes through monitoring and evaluating projects regularly
- Assist in providing project data for all sites at the differing stages of the project, ensuring Estate and carbon targets are successfully met by relevant teams
- Build an internal network of contributors that allows for the efficient delivery of Carbon Code processes
- Monitor and influence carbon code updates and changes and their impact on the Woodland Trusts carbon strategy

Influence

- Build effective relationships with a wide range of internal and external professionals working in research, land sector and carbon markets
- Foster effective partnerships with Operations, Land & Property, Conservation & Evidence and Partnership Teams
- Keep up to date with voluntary and compliance market guidance and changes, including Net Zero protocol

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Resources Management

- Able to prioritise own workload with minimal supervision
- Responsible for updating WT systems and databases
- Responsible for maintaining relationships with internal teams and external partners including Scottish Forestry to efficiently deliver projects
- Required to be self-motivated and proactive to achieve outcomes
- Motivated to work remotely and in a team, good communication essential

Our Nature

- **Grow Together** – We are a team that grow together; made up of unique roles and expertise. We communicate effectively, forging partnerships inside and out, building understanding and trust, valuing differences, and recognising each other.
- **Explore** – We know exploration is important, it's how we come up with the best ideas. We won't always get it right but learn and share as we go. We are bold about who we are and encourage healthy challenge.
- **Focus** – We create clarity & stay focused, ready to adapt when we need to. We are empowered to take the time to reflect so that we can develop & work smarter.
- **Make it Count** – We need to create a lasting positive impact. We keep the big picture in mind, harnessing passion and inspiring others to connect with us as we aim to make a genuine difference.

In order to achieve our ambitious aims for people and wildlife we recognise 'how we need to be' as people and as an organisation. We expect all of our people to commit to this ideal to help us fulfil our purpose

At the Woodland Trust, we believe everyone deserves to have their lives enriched by trees and woods. We encourage applications that reflect the richness of human diversity and promise the only thing we assess within your application is how you have demonstrated your suitability for the job, and nothing else.

We all have a duty to ensure that our acts or omissions at work do not impact on the health and safety of others and ourselves and that we abide by any safety measures as directed and in accordance with the Woodland Trust Health & Safety Policy.