

JOB DESCRIPTION



Project partners



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Job Title:	Outreach Adviser – Lost Woods of the Low Weald and Downs
Department:	Operations
Team:	South East England
Reports to:	Outreach Manager
Location:	Homeworker
Hours of work:	37.5
Contract:	Full time, fixed term to December 2027
Direct Reports:	0
Dimensions:	Budget management/Stakeholder management
Created/Reviewed date:	January 2023

Job Purpose

The role of Outreach Advisor is crucial to the delivery of the **Lost Woods of the Low Weald and Downs** project which is a 5 year programme of activity supported with funding from the National Heritage Lottery Fund (NHLF). It is a partnership project led by the Woodland Trust, with Action for rural Sussex, Small Woodland Association and Sussex Wildlife Trust.

After a successful development stage approximately 20 owners of small ancient woodlands have been lined up for receiving funded management works to help increase the resilience and biodiversity within their woods. You will take over and continue engagement with these owners to help take their project work through to completion. Over the 5-year lifetime of the project you will also work with a further 40 owners within the project boundary to scope, undertake and complete similar work.

The role will also include identifying opportunities for new wooded habitat and new or restored hedgerows, shaws and shelterbelts to facilitate better connections between the fragmented Lost Woods through natural colonisation or planting.

The Outreach Adviser will not be working in isolation but will be embedded within the wider outreach team, in contact with the woodland creation team and often collaborating with external consultants or partners, to help overcome barriers and inertia to woodland work or establishment, and navigating forestry regulations.

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About the Lost Woods

Between the rich woodlands of the South Downs National Park and High Weald AONB, is the landscape of the Lost Woods – small, fragmented and disconnected woodlands suffering as a result of ever-increasing threats from intensive agriculture, development, and pests and diseases. The project aims to address the loss of biodiversity, and a lack of connection and access to woods for local communities. (See attached summary for more information on the ***Lost Woods of the Low Weald and Downs***).

The Woodland Trust is the lead organisation for three projects within the ***Lost Woods of the Low Weald and Downs*** programme, all within the theme '*Creating resilient landscapes*';

Reviving the Lost Woods

Improve the condition of small ancient woods across the project area, enabling landowners to appropriately manage them far into the future.

Reconnecting the Lost Woods

To identify and facilitate better connections between the fragmented Lost Woods, during and beyond the lifetime of the project.

Volunteer Veteran Tree Recorders

To map and record all ancient and veteran trees in the project area, get verified records added to the Ancient Tree Inventory, and promote data to inform local decisions.

By providing engagement and support to landowners within the project area, you will play a fundamental role in delivering the above projects.

The Person – Expertise & Experience

Essential

- Qualified to HND/degree level in forestry, land management or related field, or equivalent experience.
- Excellent practical knowledge of woodland management & ancient woodland restoration.
- Demonstratable track record working with landowners, contractors & consultants.
- Knowledge & experience of overcoming threats to woodlands & constraints to management.
- Experience & competency in digital mapping & GIS systems.
- Excellent communication skills & the confidence to represent the Woodland Trust, in a professional, competent & positive manner.
- Able to plan, prioritise & manage workload to achieve organisational goals.
- Able to work remotely, independently & as part of a geographically dispersed team.
- Able to work collaboratively across multiple teams.
- A full driving licence & ability to undertake travel across a wide area to undertake site visits & meetings, sometimes to remote locations. Overnight stays will be required from time to time.
- Living within at least a 45 minutes' drive of the Lost Woods project area.

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- Willing to commit to the 5 year duration of the project.

Desirable

- A practical knowledge of ancient & veteran tree management, wood pasture management & creation.
- Experience of working on landscape scale projects.
- Experience in partnership working.
- Experience and knowledge of agroforestry.
- Experience and knowledge of trees and carbon.
- Experience of new woodland establishment.
- Knowledge & experience of relevant woodland and land management grants & regulations.
- Have chartered status or working towards becoming chartered.
- Familiar with the Lost Woods project area
- Living within the Lost Woods project area or in close proximity to the boundary.
- Experience with ArcGIS GIS software.

The Role - Key Accountabilities

- Work with the Lost Woods Project Manager to deliver the woodland management & enhancement aspect of the Lost Woods project.
- Track the work & report back to the Project Manager key metrics of the work in a timely manner.
- Establish and maintain relationships with landowners by providing advice in all aspects of our conservation approach to trees and woodland management, particularly ancient woodland management and restoration, and communicate the aims of the Lost Woods project.
- Provide ongoing support, often through collaboration with external consultants or partners, to help overcome barriers or inertia to woodland work or establishment, and to navigate forestry regulations.
- Helping woodlands enter into active sustainable management that both meets the landowner's objectives whilst protecting and enhancing the woodland ecology & biodiversity value by incorporating our conservation approach.
- Finding and engaging with owners of small ancient woodlands, particularly those woodlands that are threatened by invasive species, deer browsing pressure, fragmentation, and disease.
- Surveying the woodlands and working with the owners to develop small woodland management plans or operational plans, and where required helping them gain felling licences.
- Assist with finding suitable contractors and helping with the contracting of woodland management, specialist ancient and veteran tree work, fencing and access improvements.
- Finding and engaging with owners of small ancient woodlands, particularly those woodlands that are threatened by invasive species, deer browsing pressure, fragmentation, and disease.
- Working with landowners, the wider outreach team and woodland creation team to identify opportunities for new wooded habitat and new or restored hedgerows, shaws and shelterbelts to facilitate better connections between the fragmented Lost Woods through natural colonisation or planting.

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- Inspiring landowners to gain skills and knowledge relating to woodland management and in the use of contractors. Encouraging engagement with, and where appropriate access to, the wider community.
- Identifying ancient and veteran trees that are threatened, within or outside woodland and liaising with the volunteer veteran tree recorders to add them to the Ancient Tree Inventory.
- Surveying the ancient and veteran trees and helping to put in place localised management plans to help secure their long-term future.
- Instructing and working with consultants who work on behalf of the Woodland Trust to carry out some of these small woodland management plans, felling licence applications and surveys to support the project work.
- Inspiring landowners to gain skills and knowledge relating to woodland management and in the use of contractors. Encouraging engagement with, and where appropriate access to, the wider community.
- Manage contractors and consultants to deliver landowner engagement, advice & support on the Woodland Trust's behalf.

Influence

- Identify, develop and build effective working relationships with a range of internal and external key stakeholders to support delivery of the project.
- Work with project partners, the project manager and the Lost Woods communications officer, develop and implement the Lost Woods partnership communication and engagement plan.
- Work with the SE regional team's contract manager to put the proposed management operations into action.

Resources Management

- Responsible for monitoring the partnership spend and cost control.
- Plan, organise & manage the workload, on time.
- Maintain cost control of respective budget, using WT systems.
- Maintain Woodland Trust database systems including GIS & client contact database.
- Use the Woodland Trust's ArcGIS digital mapping system to track and record project work.
- Responsible for fostering effective relationships with stakeholders.

You will be part of an established outreach team and the role will also involve liaising with your colleagues within the south-east operations team, including the Lost Woods project manager and the project's communications officer, the outreach advisors operating elsewhere in the region, the regional team's contract manager and the partnerships lead.

Whilst you will not be directly involved with other projects within the programme, many delivered by partner organisations, it will be important to be aware of what these projects are and how they are progressing; there will be potential crossovers between them that will help deliver the projects that this role covers. Therefore, you will also be in contact with project staff from the partner

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organisations following up with their landowner leads and passing on leads that will help with their projects within the programme.

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 'Our Nature' 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.



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