# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Senior Technical Officer</th>
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<tbody>
<tr>
<td>Responsible To:</td>
<td>Head of Policy &amp; Partnerships</td>
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<tr>
<td>Responsible For:</td>
<td>No staff</td>
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<td>Overall Purpose:</td>
<td>The purpose of the job is to provide the Institute with technical support in matters of forestry, arboriculture, land use or forest ecology.</td>
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## Key Tasks:
- Work to deliver the Strategic Plan and strategic objectives of the Institute.
- Develop annual programme of CPD events
- Develop the Institute’s response to consultation documents working with relevant members and the Head of Policy & Partnerships.
- Collate briefings and contribute to position papers and external documents
- Supporting CPD and membership surveys
- Support Institute representatives on external committees and groups
- Develop subject matter expert groups
- Support funding applications where appropriate
- Maintain and develop relationships with stakeholders to keep informed of industry issues and opportunities
- Identify and develop opportunities for building partnerships and cooperative activity with relevant organisations
- Build network of contacts required to play an effective, credible influencing role
- Supporting the production of the Institute’s TREES magazine and all relevant digital content
- Represent the Institute in relevant fora, events, meetings and conferences

## General
- Adhere to the Institute’s values (attached) in all aspects of your work and your relationship with colleagues, members and others.
- Promote a culture of safe working and ensure Health & Safety procedures are followed.

## Key Performance Indicators:
- High-quality and timeous responses to consultation documents
- Income generated and positive profile from professional development events
- Diverse membership representation
### Working Details:

- Salary £30,000-£35,000
- Located near either Bristol or Edinburgh.
- 35 hours per week.
- Can work in either Bristol or Edinburgh office, with home working allowed up to 2 days a week
- Generous employment benefits including pension contribution and flexible working.
- 20 days annual leave plus 10 public Holidays extending to 25 days annual leave after 3 years employment.

The post will involve some travel to other Institute offices and to events throughout the UK.

### Person Specification

The purpose of the job is to provide the Institute with technical support in matters of forestry, arboriculture, land use and forest ecology.

### Applicants must have the following:

#### Knowledge and experience

- Educated to degree level in forestry or related degree such as in arboriculture, land management or countryside stewardship
- Minimum of 3 years’ experience of working in forestry, arboriculture, land use or forest ecology
- A thorough understanding of the forestry/use/environment sector
- Proven ability to work collaboratively and to learn from experience
- Organising, monitoring and evaluating events and programmes.

#### Skills

- Strong interpersonal skills, including the ability to develop and maintain effective networks
- Excellent written, verbal and oral communications skills
- Strong organisational skills with the ability to manage a range of projects and multiple responsibilities
- Able to produce data driven reports in a variety of styles
- Proven knowledge and understanding of computer programmes (Word, Excel, Outlook, etc).

#### Personal Qualities

- Ability to achieve results and deliver performance
- Ability to work independently and on your own initiative, working with, but remotely from, other members of the team
- Flexible approach to work, to meet the needs of different stakeholders
- Able to prioritise and manage a varied and pressurised workload
- Ability to maintain a flexible approach displaying balance and tact.
- A current UK driving license

### Further Information

For further information, please contact Jemima Cooper at jemima.cooper@charteredforesters.org

### Application Process

To apply, please send a CV and Cover Letter to Jemima Cooper at jemima.cooper@charteredforesters.org by midnight on 10 July 2022.
People Values

Value 1: Learn everyday

Why?

We’re a small but growing organisation in times of change – politically, environmentally and physically (devolution). The strongest trait that our organisation needs to achieve success is self-motivated people. Arguably the two most important drivers of this are a) a passion for what you do and b) the ability to genuinely enjoy your work and embrace it as a positive aspect of your life. In the long term, the only thing that can consistently deliver both a) and b) are a process of continued challenge and learning. As we learn and improve, we apply that knowledge to move continuously forward – our reward is progress – and that progress gives a sense of pleasure.

How do we bring it to life?

We encourage and allow people to discover and try new ways of working. Empower them to implement the processes or methods they wish to try, and research new ways of doing things. We allow them to change their minds and we don’t rebuke ‘failure’.

Value 2: Improve continuously

Why?

The market we are in is small, and our profession unregulated. Our strength will never be as a defensive organisation who protects our history and assumes the way it has been done in the past is necessarily best. Instead, we need to continuously improve and enhance our products and our service – moving them both forward quite literally on a daily basis. We need this same mentality in each and every one of us.

How do we bring it to life?

We need to embrace a culture of self-reflection, and each of us is invited to reflect upon their own and each other’s work constructively. There is always something we can improve, whether it’s a concept, our magazine, an event. No-one shies away from honesty, and the only way to take a bolder and sometimes disruptive position as a team, is to express ourselves by being ourselves. If someone has a view on how something can be done better – they are encouraged to express it at the earliest possible moment, without waiting to have devised a fully formed solution. This can be difficult when work is pressured but let’s listen to each other and work together, not in silos, then individual egos are replaced by a collective effort.

Value 3: Stay connected

Why?

This is a very broad value. It’s really about being connected to our members and to each other, but also to the environment and to society. Our members are crucial to the success of the Institute and our chartered status
means we serve the public by upholding standards, but we also need to work together as a team otherwise we will achieve little.

**How do we bring it to life?**

We create synergies between functional teams as much as we can – even when those teams are in different parts of the country. There is no such thing as finance only does finance, or marketing that only does marketing. Everyone talks to each other and presents their ideas and work. We ask everybody their own opinion about business strategies and decisions, and respect and value those opinions – not just those with responsibility for carrying out that work. Transparency is great for motivation and giving a sense of the bigger picture. We listen to our members through regular conversations and more formally through surveys. We stay abreast of political and environment issues that affect our work.