Positive change through environmental regeneration

Candidate Information Pack

Forester
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Dear Candidate,

Thank you for taking an interest in joining our organisation. We are creating a range of exciting new opportunities which we hope will be of interest to you. I think it is fair to say that there has probably never been a more dynamic or exciting time to be looking for a career in the environmental sector of Scotland, so hopefully your next career step will be with us.

From your own knowledge and/or research, you will probably know that the Green Action Trust is Scotland’s leading environmental regeneration charity, working extensively for the Scottish Government and its key agencies as well as most of Scotland’s local authorities.

To meet our future ambitions, the expectations of our partners and to play our part in responding to the twin crisis of climate change and biodiversity loss, we are pleased to be adding new roles into our organisation. We recognise that more needs to be done across Scotland to support all sectors take the necessary steps towards Net Zero and there is no doubt the Trust is ideally placed to contribute.

Additional capacity is important for us as this will enable the Trust to reach more people and increase, substantially, our environmental impact for communities across Scotland. Specifically, we are looking for energetic, passionate, and committed people to fill the role of:

Forester (x2)

This is a really exciting time for the Trust, and for employment in the environmental sector, more generally. There are a range of very interesting opportunities that are emerging and we want to ensure that we have the capacity and requisite professional skills at our disposal so that we can meet the expectation that sits with us.

You may be interested to know that we recently affirmed our commitment to the United Nations Sustainable Development Goals, which now influence everything that we undertake to do. You will find references to this within our Annual Business Plans. We are also committed to being an exemplar, environmental organisation and expect to achieve the ISO14001 environmental standard by the of 2022.

Finally, we are committed to building a diverse organisation, so we welcome applications from all sectors of society, regardless of ethnicity, age, gender, disability and/or religious persuasion. In return, we offer you an employee friendly organisation with flexible policies and benefits that will help you deal with the complexities of every day life.

If you have an ambition to work in a thriving sector and assist Scotland meet its climate change challenges, we want to hear from you.

Derek A. Robertson
Chief Executive Officer
The Green Action Trust is Scotland's leading environmental regeneration charity and the trusted delivery partner for the Scottish Government and a wide range of stakeholders including local authorities, regional partnerships, landowners, environmental groups and local communities.

We are a registered SCIO (national charity) employing 30 people and our headquarters are in Shotts, North Lanarkshire. We have a very energetic and committed Board of 9 charity trustees who work very closely with the Chief Executive and the Leadership Team. Our annual turnover exceeds £3 million per annum. We are very proud of our achievements and for the excellent reputation we enjoy amongst our partners.

We were formally known as the Central Scotland Green Network Trust from 2014 to 2020, however we changed our identity to better reflect our growing portfolio of activity and so that we could take our expertise and capabilities to the whole of Scotland. We are best known for our work on managing the Central Scotland Green Network, a £2.4 billion, 40-year programme and one of the largest green infrastructure initiatives in Europe. (See below for more information).

Our Vision
An environmentally just and climate resilient Scotland where communities flourish and the economy prospers.

Our Mission
Our ambition is to enable and deliver an environment which: adapts to our future climate; enhances and restores nature and biodiversity; fosters healthy lifestyles and wellbeing; and supports a sustainable economy. We will achieve this by influencing our partners, and by working collaboratively to deliver projects and services that build equitable, resilient communities and a greener country.

Our Values
Leader
Collaborative
Ambitious
Influential
Trusted

The Board of charity trustees has set the following strategic ambition for the Trust towards 2025 which underpins the above and the aspirations that have been set within our five year plan. It states:

*By 2025, the Green Action Trust will be regarded as the nation’s leading environmental regeneration charity and go-to-organisation working with, and for, the Scottish Government, many of our public sector agencies, the private sector (where appropriate), local communities and environmental organisations from across Scotland.*

For more information see: [www.greenactiontrust.org](http://www.greenactiontrust.org)
About our work

The Trust provides bespoke solutions to support action on climate change, biodiversity loss and environmental inequality linked to national policy across a range of sectors.

Our ambitions, plans and actions are intended to bring real change to the environment, economy and people of Scotland. Our principal aim is to add value, and through delivery, create change. We are a collaborative organisation that seeks to be inclusive, trusted and open with our partners, stakeholders and staff. We are also ambitious about taking our expertise, knowledge and skills to communities and partners right across Scotland.

Our Services
Over many years, the successful projects and initiatives undertaken by the Trust have made a difference and the charity is widely regarded as having done a good job. There is, however, more for us to do. Our key services are as follows:

− Climate change action – project design
− Contract management
− Environmental and urban regeneration
− Green infrastructure development and delivery
− Green active travel
− Productive use of vacant and derelict land
− Woodland creation and management
− Habitat creation and management

− GIS mapping
− Spatial planning and design
− General Project Management
− Community engagement
− CSR and ESG solutions
− Community Greenspace Development
− Environmental surveys
− Grant Fund management

Central Scotland Green Network
One of our main responsibilities is delivery of the Central Scotland Green Network which is one of the largest environmental projects of its kind in Europe. More than just a ‘Green’ initiative, it is designed to support, link up and build on existing partnerships and programmes with the objective of improving the social, physical, cultural, and environmental wellbeing of central Scotland.
Our role is to engage individuals and organisations to support and deliver the CSGN vision. Our principal aim is to add value, and through delivery, create change. The CSGN is changing the face of central Scotland, by restoring and transforming the landscape of an area stretching from Ayrshire and Inverclyde in the west, to Fife and the Lothians in the east.

It is a National Development of Scottish Government within the National Planning Framework 4, which aims to make ‘a significant contribution to Scotland’s sustainable economic development.’ It involves public agencies and stakeholders working together to align their policies, programmes and actions to achieve a common aim. For more information on the CSGN - http://www.centralscotlandgreennetwork.org/

National and local policy development
We have extensive experience of working with partners ranging from Scottish Government, local authorities, public agencies and communities to develop, support, disseminate and promote environmental regeneration policy. We know that to deliver positive change for the future we need to plan ahead and create a policy environment which ensures that action to deliver positive outcomes is encouraged and focused on key outcomes for our country.

Our policy work includes:
- Working with the Scottish Government on national policy development
- Supporting regional and local policy development, including developing frameworks for city and growth deals
- Reviewing special plans and regional planning strategies
- Providing organisations with guidance on incorporating or aligning with national policy
- Policy analysis and dissemination
- Sharing best practice advice

Who we work with
We recognise that working collaboratively to deliver change is central to our mission, indeed our entire approach is based upon joint-working. We know that a wide range of government agencies, organisations, businesses, community groups and others share our ambitions for a more sustainable country, and that by working together, we can deliver the change we need. Amongst many others, we work with:

- Scottish Government
- Local authorities and public agencies across the country to deliver projects and implement sustainable planning policy interventions for the future
- Businesses who recognise that environmental and regeneration interventions are a key part of their positive social impact
- Housing associations, communities and individuals with the ideas and inspiration to change their local places and spaces for the better
- Charities, social enterprises and community groups who recognise that by working collaboratively we can deliver change that would, otherwise, not be possible
Current vacancies are in the white boxes
Our staff ensure the smooth delivery of the Trust’s activities. Their work underpins our successful partnerships and collaborative working with external organisations. Through common key attributes our staff are:

**Able to make and meet commitments** – Executing and achieving what is promised through planning and organising priorities. Well organized, hardworking and thorough. Monitoring own progress to ensure consistently high standards

**Adaptable** – Ability to recognise the need for change and respond effectively and positively to changing priorities and conditions, to suit external drivers

**Composed** - Calm and controlled, working well under pressure

**Customer focused** - Understanding of own role and its relationship to the customer, internal and external, continuously focusing on seeking to exceed customer expectations

**Effective communicators** - Willingness to actively listen to others, actively share information and have the ability to express oneself clearly

**Enthusiastic** - ‘can-do’ individuals who aspire to be the best, despite the constraints of budgets and time, inspiring and encouraging others

**Ethical** - Identifying and resolving own concerns and those of others, in a fair and ethical manner, whilst also striving to comply fully with legal and organisational values, standards and codes of practice

**Solution orientated** - Applying fresh thinking to challenges

**Team-players** - Proactive team player, offering support where required and approachable to colleagues, partners and stakeholders
### Key Terms

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<tr>
<th>Location</th>
<th>Central Scotland*</th>
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<td></td>
<td>A blend of home and office-based working will be encouraged. The Trust is currently adjusting to the impacts of Covid-19 on its working practices. Our current head office is located in Shotts however we anticipate moving from this office at some point in the future.</td>
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<tr>
<th>Hours of work</th>
<th>35 per week</th>
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<td></td>
<td>For the right candidate, we are able to offer this position on a four day a week basis at a pro rata salary</td>
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<tr>
<th>Pension</th>
<th>The Employer operates an auto-enrolment Pension Scheme, currently with Royal London. The Employer pays 8.25% of your salary into the scheme and your contribution will be at a rate of a minimum of 4.0%.</th>
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<td>Staff have the opportunity to opt-in to a salary sacrifice scheme for their pension contributions</td>
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| Holidays | 25 days per annum, rising to 30, plus 9 defined public holidays |

| Life Assurance Cover | Four times annual salary |

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<th>Employee Benefits</th>
<th>The Green Action Trust has a number of additional benefits to support employees including:</th>
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<td>being a cycle friendly employer</td>
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<td>staff assistance programme</td>
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<td>a staff development programme</td>
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<td>a welfare at work support mechanism</td>
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<td>a staff social fund (contributory)</td>
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*The impact of Covid-19 has been very disruptive to the custom and practice of how the Trust operates particularly in relation to the use of office space. Like many organisations we are now considering what role and function office space will play in our future operations. It is not possible at this stage to give any definitive response to what this will mean for the future. We can confirm that we do not expect to have our head office outside of central Scotland.*
Job Description
Forester

**Job Title**
Forester

**Reporting To**
Service Delivery Manager

**Organisational Status**
Member of Service Delivery Team

**Salary Range**
£25K to £35K* + Benefits

**Location**
Central Scotland (Shotts) with optional home working

**Hours of Work**
35 hours per week**

* Placement according to experience and qualifications
** For the right candidate we will consider reduced working hours at a pro rata salary

**The Role**

Reporting to the Service Delivery Manager, the Forester is a key member of the Service Delivery Team.

As part of a multi-disciplinary team, you will support the Director of Service Delivery with the delivery of woodland management and planting projects and programmes, with a particular focus on delivering environmental and social benefits.

The Foresters work with our Development Officers and Landscape Architects during the development phase of our projects. The Foresters are responsible for undertaking the design of new woodlands, management planning of existing woodlands, project contract management, production of tender documents, tendering the project, and contractor oversight. The Forester will maintain tight cost and quality control working with contractors in the project delivery phase.

Travel to project sites is an essential component of the job; a clean driving licence and access to a vehicle is a requirement of the role. This role requires regular unsupported time to be spent on accessing sites which can be relatively remote and have challenging ground conditions.

**Key Responsibilities**

**General**

1. In conjunction with the Service Delivery Manager safely and securely manage the day to day project management functions of the Trust

2. In conjunction with the Leadership Team, promote the good name of the Trust to all existing and potential stakeholders, partners, customers, clients, sponsors and suppliers

3. Foster effective internal relationships with colleagues to enable two-way information/intelligence sharing that improves business performance

4. Foster and maintain positive working relationships with external organisations in the private, public, and third sectors.

5. Adhere to all the Trusts policies and procedures
Role Specific

6. Undertake woodland creation and woodland management planning, including constraints checking, site surveying, design, mapping, report writing and stakeholder consultation.

7. Lead on securing grants and permissions from Scottish Forestry for woodland projects.

8. Produce contract drawings, specifications, cost estimates, bills of quantities, measurements and risk assessments.

9. Contract manage projects, ensuring the Trusts guidelines on tendering and contract administration are always followed.

10. Liaise with other staff (particularly development officers), funding partners, clients, landowners, contractors and other organisations and individuals during the development and implementation of physical projects.

11. Manage cash flow positively acting timeously on grant claims for invoicing and take responsibility for overall monitoring and control of expenditure of these projects.

12. Report on project financial targets, analysing any variance between forecast and actual budgets, taking appropriate positive corrective action where necessary.

13. Provide technical and project management support, in matters relating to woodlands and forests to Trust staff, clients and partner organisations.

14. Prepare and let briefs for consultancy design, management, administrative and specialist services and oversee consultancy work, as required.

15. Support the Director of Service Delivery in the management, maintenance and development of the Trust’s property and land holdings.

16. Undertake such work as may be determined by the Director of Service Delivery from time to time, up to or on a level with the main responsibilities of the post.

*This is not an exhaustive list of tasks and are to be used as a guide to the key responsibilities and tasks that are allocated to the role.*
# Person Specification
## Project Manager

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<th>Education/Training</th>
<th>Essential</th>
<th>Desirable</th>
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|                    | • Relevant degree or post-graduate qualification (or equivalent experience).  
|                    | • Evidence of continued professional development. | • A professional member (or working towards membership) of an industry institute, such as the Institute of Chartered Foresters. |

| Experience and Knowledge | | |
|--------------------------| | |
| • Track record of woodland design and management. | | |
| • Familiar with the Forestry Grant Scheme. | | |
| • Project management and project development experience with the ability to deliver against set targets, within timeframes and budget. | | |
| • Track record of working in partnership with other organisations or working as part of a team | | |
| • Financial competence, including prioritising and targeting resources within approved budgets | | |
| • Comprehensive understanding of the application of Healthy and Safe working practices | | |
| • Demonstrable experience of taking the lead and showing initiative | | |
| • Knowledge and understanding of current issues and agendas relating to forestry and land management. | | |
| • Proficient in the use of GIS. | | |
| • Solution orientated, applying fresh thinking to challenges | | |
| • Experience of designing and managing Woodlands in and Around Towns. | | |
| • Track record of securing forestry grants and permissions. | | |
| • Working knowledge of the Woodland Carbon Code. | | |
| • Production of contract drawings, bills of quantity, specifications and contract documents. | | |
| • Experience in compiling tender documentation for projects. | | |
| • Experience of producing high quality reports for a variety of audiences | | |
| • An understanding of Scottish and UK policy commitments to climate action, nature recovery and delivering a green post Covid recovery | | |
| • Able to adapt should project priorities change quickly to suit external drivers. | | |
| • Use of project management tools in co-ordinating or managing a large programme or project | | |
How to Apply

Further information and assistance
Candidates are encouraged to have an informal conversation about the role. Please contact Rebecca Robertson, Corporate Services Manager, at rebecca.robertson@greenactiontrust.org to arrange a discussion with the appropriate Director if this is something you would like to do.

Making an application
Please download and complete the application form.
Please attach a covering letter (not exceeding one page of A4) setting out why you want to work for the Trust. This should include what has attracted you to the job and what you think you will add to our organisation.
Please complete the Equal Opportunities Monitoring Form via the link provided on the application form.
Please complete the criminal records declaration if appropriate.

(All documents are downloadable from www.greenactiontrust.org/our-vacancies)

Submitting your application
We want to make sure that you do everything you can to succeed with your application, so we have included guidance on completing your application which is included in your pack.

All applications and associated forms are to be submitted by clicking on the relevant jobs’ hyperlink on Green Action Trust vacancies webpage (these links are also noted on the application form) – this will connect your application to our online Human Resources System BreatheHR, which will request some basic personal details to register your interest in the role before requesting the upload of your documents. The system is safe, secure, and helps us comply with GDPR and Equality principles.

Please ensure you have all documents noted above completed and ready to submit at the time of registering on the portal as this cannot be saved and re-accessed. Please select ‘finish application’ once all documents have been uploaded.

Should there be issues uploading to the online portal, please forward documentation to recruitment@greenactiontrust.org.

Interview Dates
Foresters: Interviews will be held on an ongoing basis and the posts may be filled before the closing date.

When applying, please advise if you are not available for any specific dates.

*Given changing Covid-19 restrictions, interviews may be carried out via an online platform, however it is our preference to arrange a Covid-19 ‘safe’ environment that will allow face to face meetings to take place.*
Positive change through environmental regeneration