



Job Description

Job Title: **Woodland Development Officer**

Responsible to: **The board of directors of Applecross Community Company**

Duration of post: **12 months (until February 2023)**

Background

Applecross Community Company (ACC) is both a registered Scottish charity (OSCR SC042865) and a registered company (Companies House SC342825). The overall aim of the Company is to promote sustainable development on the Applecross peninsula through the management of community owned land and assets.

In February 2021, the [Applecross Community Company](#) (ACC) acquired the 14.5ha Torgarve Woodland site from the Applecross Trust with support from the Scottish Land Fund. Long term Business and Financial Plans for the woodland have been developed. These are part of ACC's [Action Plan \(2020-25\)](#) and support our community's wider sustainable development goals.

The aim is to restore the site from a commercial conifer plantation to a native woodland and to enhance access, bio-diversity, amenities and activities within the woodland. This will make Applecross a better place to live, work and visit. In the autumn of 2021, ACC clear-felled an 8ha Sitka Spruce plantation within the larger woodland site.

Purpose of role

A part-time Woodland Development Officer (0.3 FT) is now required to manage the first year phase of the Torgarve Community Woodland Project. The postholder will work in close collaboration with the Community Woodland Steering Group (CWSG) and report to ACC's board of Directors;

The 0.3 FTE role is funded for 12 months (until February 2023) by income raised from harvesting Torgarve's timber and matched funding from Highland Council Coastal Community Fund (HCCF). The position may be extended if future funding is secured.

Key expectations of the role within this initial 12-month period include: organising and managing post-harvest operations and reinstatement work within the site and in neighbouring areas; installing amenities, interpretation and signage; developing a long-term plan for biodiversity and habitat improvements; and establishing a tree nursery of locally collected seeds for future re-stock requirements. The project is expected to be managed and delivered in accordance with ACC's governance and project management system and processes.



promoting sustainable development in Applecross

Applecross Community Company, Filling Station, Shore Street, Applecross, IV54 8LR | Ido@applecrosscommunitycompany.org

www.applecrosscommunitycompany.org | @ApplecrossACC | Company Limited by Guarantee, registered in Scotland: Company Registration No. 342825, Scottish Charity No. SC042865

Main Duties:

1. To deliver the first phase of the Torgarve Community Woodland Project, as defined by the project's Feasibility Study and Business Plan, and HCCF funding agreement, in collaboration with the CWSG, and the ACC Directors and staff;
2. To assist the Directors and staff to effectively communicate and disseminate information to ACC members and the wider community about activities undertaken;
3. To develop and maintain constructive working relationships on behalf of ACC, with the wider community, local organisations and external stakeholders. This will involve representing ACC and the Directors at meetings within and outwith Applecross;
4. To develop and coordinate a team of local volunteers to support the implementation of activities relating to the Torgarve Community Woodland Project;
5. To manage contractors as required by the Torgarve Community Woodland Project, and ensure they deliver quality services on budget and in a timely manner;
6. To provide regular written activity and financial progress reports to ACC Directors, external funders and other bodies, as well as attending progress meetings as required;
7. To work with ACC Directors, staff and the CWSG to raise funds for the Torgarve Community Woodland Project, both grant funding and organising fundraising activities within the local community;

In addition to these duties you may be required by the ACC directors to undertake additional activities, as necessary, to meet the needs of the Torgarve Community Woodland Project.



Person Specification

Job Title: Woodland Development Officer		Employer: Applecross Community Company
Key Criteria	Essential	Desirable
Qualifications and Training	A good standard of formal education to a Highers level (or equivalent)	- Degree/vocational equivalent in a forestry / environmental / community-development-related subject
Knowledge, Skills and Abilities	- Excellent interpersonal skills and ability to influence and motivate others - Excellent presentational and written communication skills, including formal papers and reports - Strong self-discipline to work effectively remotely in absence of close management - A demonstrated competency managing projects (environmental, forestry or development), including activities, timeframes and finances	- Good people management skills and an appreciation of the sensitivities of working within small communities - A demonstrated track record in successful fundraising for a relevant sector - Gaelic speaker
Technical Skills	- Experience of woodland management, including timber harvesting, biodiversity restoration, tree nurseries or tree planting - Good general computer competence (Word, Excel, Web, email, PowerPoint) - Comfortable with remote-working communications technologies and practices - Comfortable managing work-related communications through social media (twitter, facebook etc)	- More advanced ICT skills including website development - Familiarity with Scotland's forestry policies and Scottish Forestry



Job Circumstances	• Ability to travel regularly to Applecross to undertake the role • Flexibility for travel and working hours • Strong motivation and enthusiasm for the post and the role • Access to own transport and a holding a full current driving license • Ability to work from home (including internet access) during an initial period	• Ability to live, or already living, in Applecross • Ability to travel and represent ACC and the project at meetings and events outwith Applecross
--------------------------	---	--

