



Job Description

Job Title: Woodland Development Officer

Responsible to: Local Development Manager, Applecross Community Company

Salary and hours: £30,596 pro rata, 0.85 FTE role

Duration of post: Fixed Term: 2 years (October 2025 until October 2027)

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.

ACC is seeking a Woodland Development Officer to manage the Coille Coimhearsnachd na Comraich | Applecross Community Woodland Project. The aim of this Project is to work with the community to restore a woodland site into a thriving native woodland, Coille a' Thorra Ghairebh, improving its biodiversity while promoting and showcasing its archaeological features. The project showcases local Gaelic cultural and natural heritage, is putting Applecross on the map for community-led restoration and is being delivered in partnership with the Applecross Historical Society.

The 14.5 Torgarve woodland site has been in community-ownership since 2021, is part of ACC's [Action Plan \(2020-25\)](#) and contributes to our wider efforts towards our community's sustainable development goals. The project is funded through a four-year grant (2023-2027) for 'Restoring the Living Heritage of Coille a' Thorra Ghairebh' from the National Lottery Heritage Fund, and also receives support from the Forestry Grant Scheme and Bòrd na Gàidhlig.

Purpose of role

A part-time Woodland Development Officer (0.85 FTE) is sought to manage the remaining two years of the four-year project, as funded by the National Lottery Heritage Fund (NLHF). The postholder will be line-managed by ACC's Local Development Manager and work in close collaboration with the Community Woodland Steering Group (CWSG), ACC's board of Directors and the Applecross Heritage Society.

The key expectation of this two-year role is to deliver the NLHF project objectives, as follows:

- Provide training opportunities to staff and volunteers which will enable ongoing management and maintenance of the site.
- Undertake planting of native broadleaf and Scots pine trees and take steps to increase biodiversity through establishing wetland and wildflower areas.

- Establish areas for ongoing activity and income generating opportunities including a cabin, and development of education spaces and skills areas.
- Install Gaelic-led interpretation throughout the site highlighting local heritage and historic features, in collaboration with Applecross Historical Society.
- Deliver a range of activities which will engage a wider range of people in heritage, including wellbeing focused activities and green skills opportunities.
- Develop digital content relating to the project including Vlogs and a short film about the project.
- Undertake appropriate evaluation of the project, in line with NLHF guidance.

The project is expected to be managed and delivered in accordance with ACC's governance and project manage system and processes.

Main Duties:

1. To deliver the remaining two years of the four-year 'Restoring the Living Heritage of Coille a' Thorra Ghairbh' project, as outlined above and defined by the grant agreement with NLHF. Delivery also is required to be in line with the project's Feasibility Study and Business Plan, and in collaboration with the CWSG, the Local Development Manager and the ACC Board of Directors;
2. To assist the Local Development Manager and Directors 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 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 'Restoring the Living Heritage of Coille a' Thorra Ghairbh' Project;
5. To manage contractors as required by the 'Restoring the Living Heritage of Coille a' Thorra Ghairbh' 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 the Local Development Manager and ACC Directors, external funders and other bodies, as well as attending progress meetings as required, including grant claims and administration;
7. To maintain accurate records, monitor woodland creation and re-stock outcomes, and submit payment claims to the Forestry Grant Scheme;
8. To work with the CWSG and ACC Directors to finalise a post-funding strategy and maintenance plan to ensure the project's long-term sustainability.

In addition to these duties you may be required by the Local Development Manager and ACC directors to undertake additional activities, as necessary, to meet the needs of the 'Restoring the Living Heritage of Coille a' Thorra Ghairbh' project.

Applecross Community Company: Woodland Development Officer – Person Specification, August 2025



Key Criteria	Essential	Desirable
Qualifications and Training	• A good standard of formal education to a Highers level (or equivalent) • Willingness to train in Outdoor First Aid • Full driving license	• Degree/vocational equivalent in a forestry / environmental / community-development-related subject • Qualifications in Woodland Management and Outdoor First Aid • Registered on the PVG Scheme
Knowledge, Skills and Abilities	• Excellent interpersonal skills and ability to communicate, connect and collaborate with others • Excellent presentational and written communication skills, including formal papers, presentations and reports • A demonstrated competency managing projects (environmental, forestry or community development), including activities, risk assessments, timeframes and finances • Being organised, self-motivated and driven • An appreciation of Gaelic cultural and natural heritage	• Good people management skills • A demonstrated track record of managing contracts and contractors to deliver on time and to budget • Familiarity with project management including logframe, KPIs, Monitoring and Evaluation • Gaelic learner/ Gaelic speaker
Experience	• Experience of working in a rural community setting, including working with volunteers and organising and delivering community events	• Experience of working for a community woodland / or with a community-led project
Technical Skills	• Experience of woodland management, including, managing for biodiversity; managing tree planting operations; safe use of hand-tools; coordinating ground operations • Good general computer competence (Word, Excel, Web, email, PowerPoint)	• More advanced ICT skills including website maintenance; development of, social media content including photography and Vlogs; use of MyForest • Familiarity with Scotland's forestry policies and Scottish Forestry/ Forestry Grant Scheme

	• Management of social media accounts • Comfortable with remote-working communications technologies and practices	
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Job Circumstances:

The Woodland Development Officer role is a flexible role, with office space available in the ACC office in Applecross. The appointed Officer is expected to travel regularly to Applecross and the role may involve occasional evening and weekend work. A full driving license is essential and access to own transport would be desirable. The post-holder will also be expected to travel and represent ACC and the project at meetings and events outwith Applecross.

ACC is an inclusive employer that is committed to creating a culture of diversity and an inclusive workplace that promotes and values equal opportunities for all. We are a Fair Work employer and welcome individuals from all networks of life, backgrounds, and experiences.