

Moor Trees Director: Job Description and Person Specification



Enquiries to Guy Gilmore (Secretary and Treasurer), guy@moortrees.org

About us

Moor Trees (formed in 1999) is a charity that works with volunteers and communities to recreate native woodland in and around Dartmoor and South Devon. We plant approximately 5 ha of new woodland a year, mostly saplings raised in our two nurseries, which hold about 10,000 seedlings. See more at www.moortrees.org.

Moor Trees currently employs, in addition to a part-time Director, two part-time staff: one overseeing our two nurseries and the other, our tree planting. The work of Moor Trees is overseen by a board of trustees (currently 8 members), who assist with tasks.

About the opportunity

We are looking for a talented individual to lead the work of Moor Trees, to fund-raise for our activities, support staff and engage with local organisations. We are a dynamic, friendly and growing charity and are looking for someone who can assist with strategic planning to help Moor Trees achieve its objectives of restoring woodland to places in Devon.

The role has initial funding for 12 months at 20 hours (half-time) per week, but we would hope to expand this to 24 hours (60 %) a week, if funding allows. The additional hours would be spent on furthering our engagement with local organisations and community groups.

Important dates

Closing date for applications: 5 pm Friday 26th January 2018

Interviews will take place: Monday 5th February 2018 at the Moor Trees Offices in South Brent, Devon.

A contribution of up to £50 for travel expenses may be claimed.

To Apply

Please submit your CV, with the names and contact details of two referees, and a covering letter, outlining your relevant skills and experience for the role, to Guy@moortrees.org. Please make sure that the file names of the documents you attach contain your name (first name and surname). We will only take up references if you are offered the post.

Thank you for your interest in Moor Trees.

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Role	
Job title	Director
Location	Moor Trees office, South Brent
Responsible to	Trustees
Responsible for	Direct line management of all Moor Trees staff.
Hours of work	Initially 20 hours per week (half-time), potentially rising to 24 hours (60%) if future funding allows. The allocation of hours is flexible, but some evening work will be essential (e.g. for Trustees meetings, held every two months).
Salary & Contract	£32,800 per annum (pro rata). Initial 12 month period, extendable subject to funding.
Holidays	25 working days per annum (pro rata) + public holidays.
Transport	Own vehicle required. Mileage reimbursed at 40p per mile for the first 100 miles, 25p thereafter.

Moor Trees Background – see www.moortrees.org

Moor Trees is a charity that works with volunteers and communities to recreate native woodland in and around Dartmoor and South Devon.

We:

- grow native trees from locally collected seed in our community tree nurseries, and plant them as new woodland on private and public land.
- have a vision for a Wild Heart of Dartmoor, with woodlands in the heart of the National Park. Woodlands that coexist with grazing, archaeology and recreation; woodlands that connect people to their forest heritage and offer environmental benefits.
- provide relevant information regarding grant applications and woodland design, and planting by our volunteer groups.
- work with volunteers of all ages and abilities. We are also developing research, education and training programmes with partner schools, colleges and universities.

To date, we

- have planted 75,000 trees over 77 ha;
- manage and monitor 22 new woodland sites and 2 tree nursery sites;
- raise approx. 8,000 acorns, plus seeds from a further 13 other native species, collected locally each year;
- coordinate nearly 5,000 volunteer hours each year.

The latest annual report and accounts are available on request.

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Job Description	
Key responsibilities	<ul style="list-style-type: none"> • Lead in directing and administering Moor Trees activities. • Fundraise to enable Moor Trees activities, including woodland grant scheme applications. • Manage and support Moor Trees staff. • Maintain and develop partnerships with local organisations.
Key Tasks	
Conservation	<ul style="list-style-type: none"> • Oversee tree planting and nursery programmes by supporting MT staff. • Identify potential woodland planting sites with landowners and provide assistance with woodland grant applications to support Moor Trees planting.
Finance	<ul style="list-style-type: none"> • Develop, manage and deliver funding programme, including funding strategy, bid-writing and donor management. • Manage the financial aspects of Moor Trees activities, including management of budgets.
Human Resources	<ul style="list-style-type: none"> • Manage and support staff. • Arrange and attend trustee evening meetings (every two months) and AGM, including presentation of appropriate activity and financial reports.
Outreach & community	<ul style="list-style-type: none"> • Oversee volunteering and corporate responsibility programmes. • Represent Moor Trees to local conservation and community groups, funding allowing.
Partnerships/Projects	<ul style="list-style-type: none"> • Maintain and develop partnerships with local authorities, government agencies and voluntary conservation bodies, in order to further Moor Trees' aims and objectives.
Marketing & Membership	<ul style="list-style-type: none"> • Oversee marketing activities, including website content, volunteer recruitment, newsletter, social media and tree dedications. • Oversee membership matters.
General Management	<ul style="list-style-type: none"> • Oversee administrative management of Moor Trees activities. • Contribute to the strategic thinking and forward planning of Moor Trees. • Act in accordance with Moor Trees' ethos.

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Person Specification	
Experience, Knowledge & Qualifications	
<i>Essential</i>	<ul style="list-style-type: none"> • Empathy with, and enthusiasm for, the aims and objectives of Moor Trees. • Degree or equivalent qualification or experience in ecology, conservation or related discipline. • Experience of contributing to, and/or producing, successful funding bids in support of nature conservation and/or community activities. • Experience of writing grant applications to governmental bodies, e.g. for woodland creation. • Experience of coordinating staff and volunteers. • Valid current driving licence (& vehicle available for business use).
<i>Desirable</i>	<ul style="list-style-type: none"> • Experience of delivery of nature conservation on nature reserves or the wider UK countryside. • An understanding of the role of community engagement in the delivery of wildlife conservation. • An understanding of policy formulation and implementation at national, regional and county level. • Experience of managing and monitoring budgets for a charitable organisation.
Skills	
	<ul style="list-style-type: none"> • Excellent oral and written communication skills, with the ability and confidence to engage with a variety of audiences and deal with a wide range of press and media. • Strong skills in strategic planning, and in monitoring and reporting on delivery of plans and projects. • Strong administrative, project management, financial and organizational skills, with the ability to prioritise workloads. • Ability to maintain and build partnerships with local organisations. • Computer fluency with Windows/Microsoft package. Ability to manage website content would also be an advantage.
Personal Qualities	
	<ul style="list-style-type: none"> • Possess the motivation and belief to develop and drive Moor Trees' vision and strategy forward. • Resourceful and creative, with an ability to solve problems. • Ability to work alone, as well as part of a team. • Excellent interpersonal skills. • Willingness to work occasional evenings and weekends and general flexibility in working hours and working methods.