

## Job Description:

<b>Job</b>	Project Management Adviser
<b>Hours per week</b>	21
<b>Service</b>	Environment & Visitor Services
<b>Team</b>	Land Use
<b>Job location</b>	Balloch
<b>Line Manager</b>	Land Use Programme Manager
<b>Band</b>	D

<b>Key purpose</b> .....	<b>1</b>
<b>Key accountabilities</b> .....	<b>1</b>
<b>Person specification</b> .....	<b>3</b>

### Key purpose

To provide expert advice, leadership, and project management in the specialist area of trees and woodlands, supporting both strategic and operational objectives. The role will lead on priority programme areas such as developing and delivering woodland creation and management projects, and strategic woodland policy initiatives, delivering measurable benefits for nature, climate, and people across both public and private land in the National Park.

This post will also support other members of the Nature and Land Use Team, colleagues in other teams and external partners by providing expert guidance on woodland management, planning casework and arboricultural issues in a supporting role. This role directly contributes to landscape-scale transformation through protecting, enhancing, and expanding the Park's natural capital, supporting biodiversity, and fostering sustainable and resilient land management practices.

### Key accountabilities

- Lead the development, delivery and management of projects and initiatives, that maximise public benefit and improve both public and private land for nature, climate and people. This includes accessing and managing funding schemes such as, but not limited to, the Nature Restoration Fund, woodland creation and enhancement, agri-environment, water quality initiatives and Atlantic rainforest restoration.

- Coordinate and delivery the annual actions of the Woodland Delivery Plan, ensuring projects and initiatives are implemented effectively, on time, and within budget where applicable. Oversee the monitoring framework, track progress and strategically adjust priorities to maximise outcomes for woodland restoration, management, and enhancement across the National Park.
- Manage projects across the full project lifecycle ensuring alignment with organizational standards, including initiating projects, developing project initiation documents (PIDs) and project plans in conjunction with stakeholders, identifying and securing funding, managing associated budgets, procuring and overseeing external contracts, monitoring delivery, measuring outcomes and closing projects with lessons learned and handover.
- Provide expert advice, guidance, and information including training, to internal teams, land managers, other agencies and organisations on trees and woodlands creation and management which contribute to National Park Partnership Plan outcomes.
- Develop and support initiatives that raise awareness of the opportunities and benefits of establishing and enhancing woodland cover, including for climate mitigation, nature restoration, and sustainable land use.
- Contribute to the development of organisational policies and strategies that support integrated woodland management in the Park, including strategic land use planning and the National Park Partnership Plan.
- Prepare responses on behalf of the National Park Authority to local, regional and national consultations relating to land use including agriculture, agri-environment schemes, rural development, land reform and other relevant policy areas.
- Build and maintain strong partnerships and engagement with land managers, other agencies, organisations, interest groups, and the wider community to secure support for the delivery of defined priorities and outcomes.
- Support the Trees and Woodlands Officer in providing expert advice and guidance on woodland management, arboricultural issues, and trees subject to statutory protection or development proposals. Assist in operating and enforcing relevant systems and procedures, and contribute to monitoring, research, and data collection to inform the management and enhancement of the National Park's woodlands and forests.
- Undertake any other duties appropriate to the role and grade, supporting the wider objectives of the National Park Authority.

## Person specification

Assessment Areas	Essential Criteria	Desirable Criteria
<i>Relevant Experience</i>	<ul style="list-style-type: none"> <li>• Expertise in the management, creation, and restoration of native and productive woodlands, including knowledge of woodland ecology, silviculture, forestry practices, and relevant policy and legislation.</li> <li>• Proven ability to develop networks of interest and deliver programmes of knowledge exchange to support collaboration, innovation and practice change in land management.</li> <li>• Proven track record of developing, managing and leading projects, including budget oversight, reporting, monitoring outcomes, and risk management.</li> <li>• Experience of procurement and contracts management.</li> <li>• Experience of developing and maintaining positive and effective working relationships with land managers, agencies, organisations, contractors and suppliers to deliver initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>• Practical knowledge of statutory and policy frameworks governing forest management and tree protection, including Tree Preservation Orders and Conservation Areas.</li> <li>• Detailed knowledge of UK Forestry Standard (UKFS).</li> <li>• Understanding of landscape and ecological assessment, access legislation and the impacts of woodland creation/restructuring.</li> <li>• Familiarity with designated sites and species legislation in relation to trees and woodlands.</li> <li>• Experience producing or assessing woodland creation plans, management plans and restructuring and felling plans.</li> <li>• Experience using GIS and other spatial planning tools for woodlands/landscape management.</li> <li>• Understanding of land use, rural economy and biodiversity, including political and economic imperatives in land use and forestry.</li> <li>• Experience contributing to Local Place Plans, Regional Land Use Frameworks, or similar integrated land use planning initiatives.</li> </ul>

<i>Specific Skills, Abilities and Qualities</i>	<ul style="list-style-type: none"> <li>• High levels of determination and self-motivation, focused on delivery of outcomes.</li> <li>• Ability to work independently and collaboratively within a multi-disciplinary team.</li> <li>• Excellent interpersonal, negotiation, and stakeholder management skills, including the ability to manage sensitive relationships.</li> <li>• Ability to work independently and pro-actively within a defined work programme and set of outcomes</li> <li>• Strong IT and numeracy skills, including experience of project management or monitoring tools. .</li> <li>• Excellent written and verbal communications skills and ability to present confidently to a range of audiences.</li> <li>• Ability to process complex information and produce succinct written reports in a timely fashion.</li> <li>• Ability to develop networks and inspire, motivate and influence others.</li> </ul>	<ul style="list-style-type: none"> <li>• Technical knowledge in one or more of the following themes: livestock farming, forestry, conservation, peatlands, fisheries, wild deer, invasive non-native species, landscapes (including designed landscapes), diffuse pollution, natural flood management, outdoor access and cultural heritage.</li> </ul>
<i>Required Qualifications</i>	<ul style="list-style-type: none"> <li>• A degree, or equivalent in a land management, environmental management, agriculture, forestry, or nature conservation.</li> </ul>	<ul style="list-style-type: none"> <li>• Corporate Membership of a relevant professional body (e.g. RICS, CIEEM, ICF).</li> <li>• Formal project management qualification (e.g. PRINCE2, APMP) or relevant training.</li> </ul>
<i>Any Additional Job-Related Requirements</i>	<ul style="list-style-type: none"> <li>• Full UK driving licence or access to a driver if disability prevents driving.</li> </ul>	<ul style="list-style-type: none"> <li>• Flexible approach to working hours as evening and weekend working may be required.</li> </ul>