



## **Friends of Glenan Wood**

### **Development Officer: Job Description and Person Specification**

Hours: 15 hours per week

Salary: £11,000 including national insurance and pension

Contract length: 1 year

Location: TBC – in the Tighnabruaich area.

Reporting to: FOGW Board of Trustees

Start date: TBC

Friends of Glenan Wood has been successful in acquiring Glenan Wood for the community through the Asset Transfer Scheme. The asset transfer has been funded by a grant from the Scottish Land Fund. As part of this grant, we have been awarded funding to employ a part-time Development Officer for one year. We will also be employing a part-time Forest Ranger.

Glenan Wood is 146 hectares of ancient woodland near Portavadie on the Cowal Peninsula in Argyll. Sections of the woodland are marked on maps dating 1750 and 1860. The unique habitat is rich in flora and fauna. FOGW will work with the community to manage and develop this unique woodland and preserve the biodiversity. Increasing access through path improvement and signage and exploring the history of human habitation in the forest are some of the initial aims. We plan to implement low-impact projects, such as an eco bunker, to provide an income and build a sustainable future for the forest.

Further information on the organisation, including the feasibility study and business plan, can be found at [www.glenanwood.or.uk](http://www.glenanwood.or.uk).

### **Job Description**

We are looking for a motivated and experienced Development Officer to develop and income-generating programme that will ensure the long-term sustainability of the woodland. The Development Officer will be expected to work closely with the Forest Ranger in the planning and delivery of projects.

| <b>Development Officer– Job Description</b>      |   |
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| <b>Business planning and project development</b> | Working with the board to identify, plan and develop low-impact income generating projects, such as an eco-bunkhouse. Seek funding and in-kind support for the projects. Oversee the planning and delivery of the income-generating projects, working closely with the Forest Ranger. |
|  | Working closely with the FOGW Board and Forest Ranger to identify and seek funding for woodland development projects, including path development, interpretation conservation, heritage, wildlife and community education and engagement.   |
|  | Working with the Forest Ranger, identify any plantation forest that could be felled and manage the sale for income.   |
|  | Monitoring project delivery and reporting to funders.   |
| <b>Marketing and communications</b>              | Manage the FOGW website and social media  |
|  | Liaise with members, including a regular newsletter   |
|  | Liaise with press to ensure coverage of FOGW activities   |
| <b>Other</b>                                     | Working with FOGW Board and Forest Ranger on the development of the Forest Management plan.   |
|  | Attend FOGW Board meetings  |
|  | Assist FOGW Board with planning future site development   |
|  | Any other duties as required.   |

## Person specification

| <b>Development Officer – Person Specification</b>                                |  |
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| <b>Essential</b>   | <b>Desirable</b>                                 |
| At least one year's experience in business/project development.                  | Native woodland management experience.           |
| Experience of successfully working with funding organisations, including writing | Experience of fundraising in a woodland setting. |

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| funding applications, monitoring and reporting.  |  |
| Experience of working to a Board and submitting reports and updates                            |  |
| Excellent communications skills, both written and verbal, and report writing skills.           |  |
| Marketing and communications skills, including drafting press releases and using social media. |  |
| Experience of budgeting.   |  |
| Self motivated and able to work unsupervised, but also a good team player.                     |  |
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## Application Process

Applicants should send their CV and a supporting letter setting out how they meet the Person Specification to [info@glenanwood.org.uk](mailto:info@glenanwood.org.uk) by Monday 28<sup>th</sup> October 2019. Interviews will be held in w/b 4<sup>th</sup> November 2019.