
ROLE PROFILE
Assistant Site Manager -
Cheshire and Merseyside
GROW WITH US
WOODLAND
TRUST

# OUR VISION

**We're creating a world where woods and trees thrive for people and nature.**



## RESTORE

We restore the ecological condition of existing native woods and trees, to increase resilience and create conditions for nature and people to thrive.



## PROTECT

We protect ancient, veteran and valuable woods and trees, to stop the loss of irreplaceable habitat and carbon stores, preserving the UK's natural heritage.



## CREATE

We create quality native woods and get native trees growing to benefit nature, climate and people into the future.

# OUR ORGANISATIONAL NATURE

WOODLAND TRUST

Our Organisational Nature is at the heart of how we work together. It helps us understand what it means to be part of the Woodland Trust and empowers us to make an impact every day. Our people embody these ways of working, inspiring and enabling each of us to play a part in achieving our vision.

**A greener, healthier future for our planet starts right here with you.**



*Grow Together*

**We are a team that grows together; made up of unique roles and expertise. We communicate effectively, forging partnerships inside and out, building understanding and trust, valuing differences and recognising each other.**



*Explore*

**We know exploration is important, it's how we come up with the best ideas. We won't always get it right but learn and share as we go. We are bold about who we are and encourage healthy challenge.**



*Focus*

**We create clarity and stay focused, ready to adapt when we need to. We are empowered to take the time to reflect so that we can develop and work smarter.**



*Make it Count*

**We need to create a lasting positive impact. We keep the big picture in mind, harnessing passion and inspiring others to connect with us as we aim to make a genuine difference.**

# JOB DESCRIPTION

WOODLAND TRUST

**Job Title:** Assistant Site Manager – Cheshire and Merseyside

**Job Code:** WT0807JS

**Salary:** £30,232.50 pro rata

**Contract:** Permanent, Part-time - 22.5 hours per week

**Reports to:** Site Manager - Cheshire and Merseyside

**Department:** Operations

**Team:** North England

**Location:** Homebased

This is a homebased role, requiring regular travel across the North of England including Cheshire and Merseyside and occasionally across other parts of the North region, sometimes to remote locations. Occasional travel to other parts of the UK and overnight stays will be required. You would be expected to live within or within reasonable travelling distance of your area of responsibility.

# WHAT YOU'LL DO

WOODLAND TRUST

## Main purpose of the job

Our passionate and committed Operations team are at the root of everything we do overseeing woodland site activities to ensure our work enhances the benefits of woods and trees to people and nature. The Assistant Site Manager supports in managing the Woodland Trust's sites to high professional standards, in accordance with our conservation principles, management approach, policies, procedures and contracts, contributing to the Trust's strategic goals.

The Assistant Site Manager builds relationships with internal teams and external organizations, contractors, neighbours and interested parties, alongside overseeing dedicated and passionate volunteering activities.

# WHAT YOU'LL DO

**Key Responsibilities:**

- Volunteer management - support and oversee a variety of volunteers and volunteer task programmes ensuring safe, meaningful, and productive involvement in site management activities, supporting approximately 210 volunteers and 10 Woodland Working Groups across Cheshire and Merseyside.
- Health, safety, risk and site management - apply, maintain and follow organisational health and safety policies and Woodland Trust procedures, including risk assessments, tree safety, other site safety inspections, and implementation of required works, ensuring the sites are safe accessible and welcoming for all, updating and supporting delivery of Site Management plans complying with FSC and UKWAS requirements along with other relevant standards.
- Representation and external engagement - contribute and assist with response to enquiries from the public along with public, private and stakeholder events, including high-profile visits, public engagement, awareness and support for organisational aims.
- Budgeting and Contract Management– support the Site Manager with planning, management and monitoring of a budgeted work programme using contractors, agents and volunteers. Carry out oversight and monitoring of contractors where required and secure external funding.

# WHAT YOU'LL DO

**Key Responsibilities (Continued):**

- Evidence led planning and impact monitoring- assist and carry out woodland ecological condition assessments, monitor herbivore impact assessments, and maintain ongoing evidence collection to inform, write and implement long-term management plans. Contribute to learning and reflection activities to ensure monitoring and evaluation findings are routinely applied to strengthen decision-making, improve delivery and maximise impact.
- Public affairs - support public affairs and policy, host site visits in collaboration with public affairs and policy teams, with external decisions makers
- Identify and resolve routine to moderately complex practical, environmental and operational problems to ensure woodland is well-managed, sustainable, safe, resilient and capable of delivering its environmental aims, applying sound judgement and seeking, guidance to ensure accuracy and quality when needed.
- Works autonomously but operates with guidance, taking responsibility for assisting the effective delivery of woodland management work.
- Showcase the estate to external organisations, individuals and the public to raise awareness of the Woodland Trust and our work.

# WHAT YOU'LL DO

WOODLAND TRUST

**Key Responsibilities (Continued):**

- Build collaborative relationships with internal teams and external organisations, contractors, neighbours and interested parties, alongside managing groups of dedicated and passionate volunteers.
- Engage professionally and respectfully with local communities, interested stakeholder groups and the public on matters relating to the Woodland Trust estate and its management.
- You are a leader at the Woodland Trust when you take responsibility for inspiring, mobilising and supporting other people to deliver on our strategic goals.
- Inspire, support and collaborate with colleagues, partners and stakeholders to achieve shared outcomes.
- Demonstrate behaviours aligned with our values and Leadership Framework, contributing to an open and inclusive culture.
- Communicate clearly and proactively to overcome challenges and deliver team plans and projects.
- Continuously seek opportunities to improve ways of working, performance and effectiveness.

# WE WANT YOU TO:

WOODLAND TRUST

## GROW TOGETHER

- **Collaborate with purpose** – collaborating effectively with others where it will add value and result in clear and positive impact.
- **Build relationships** – being approachable and developing positive relationships. Making connections internally and externally to pursue shared goals, expand learning opportunities and grow influence. Help others to connect and nurture positive relationships,.
- **Communicate Effectively** – being clear and adapting communication styles to connect with others effectively.

## EXPLORE

- **Reflect and learn** – taking opportunities to reflect, learn and improve.
- **Create meaningful change** – being willing and able to shake things up and bring about change where needed for the good of the cause.

## FOCUS

- **Adapt** – being proactive and flexible; able to take on board new information and respond effectively to a changing internal and or external environment.

## MAKE IT COUNT

- **Inspire and influence** – connecting people with what we do, inspiring and influencing them to stand with us for the benefit of the cause.
- **Connect to the bigger picture** – connecting the work we do to our vision and being trusted to deliver what is needed.

# PERSON SPECIFICATION

| | | Essential/Desirable (E/D) | Where |
|---|---|---|---|
| **You'll have experience** | In land-based management in the forestry or conservation sector. | E | Application/interview |
| | In managing and supervising contracts and contractors on site and of responsibility for the management of Health and Safety | E | Application/interview |
| | In carrying out on-site inspections and surveys, conducting woodland condition assessments, PAWS assessments and record/species checks | E | Application/interview |
| | Engaging with visitors, volunteers and the community to support with events across sites | E | Application/interview |
| | with volunteer management and community engagement with diverse audiences | E | Application/interview |
| | with collaborating with multiple teams with a variety of skills. Build relationships by attending meetings, workshops, conferences and training | E | Application/interview |
| | Being innovative and delivering new ideas | E | Application/interview |
| | With planning, implementation and prudent financial management of a budgeted programme of woodland management works. | D | Application/interview |
| **You'll need to know** | About health and safety protocols and policies for on woodland management sites. | E | Application/interview |
| | About project management and be able to coordinate multiple workstreams and ongoing contracts | E | Application/interview |
| | About FSC and FISCA policies and procedures to adhere to throughout day to day work. | E | Application/interview |

# PERSON SPECIFICATION

| | | | Essential/Desirable (E/D) | Where |
|---|---|---|---|---|
| **You'll have a desire to** | Grow together | Collaborate with purpose<br>Communicate effectively<br>Build Relationships | E | Interview |
| | Explore | Create Meaningful Change<br>Reflect and Learn | E | Interview |
| | Focus | Adapt | E | Interview |
| | Make it count | Inspire and influence<br>Connect to the bigger picture | E | Interview |
| **You'll be qualified in** | HND/degree level in forestry, land management or other related field | | D | Application/certificate |
| | Full UK Driving License | | E | Application/certificate |
| | IT Literate competent with MS Office | | E | Application |
| **You'll be subject to** | Right to work check, standard reference check | | E | Pre-employment check/certificate |