

A red squirrel with a bushy tail is perched on a weathered tree stump. The background is a soft-focus field of purple heather under a hazy sky.

## **ROLE PROFILE**

**Carbon Projects Officer**

# **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.



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# OUR ORGANISATIONAL NATURE

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

**Job Title:** Carbon Projects Officer

**Job Code:** WT0976

**Salary:** £30,823.50 per annum

**Contract:** Full-Time/Permanent

**Reports to:** Carbon and Natural Capital Surveyor

**Department:** Operations

**Team:** Land and Property

**Location:** Hybrid

Our Working from Home (Hybrid working) policy is flexible and the frequency of time spent working between your contracted office and your home will vary across teams and job roles.

# WHAT YOU'LL DO

## **Main purpose of the job**

To support the project management of the Trust's estate and third-party carbon Woodland and Peatland code projects, in turn supporting Operations teams to deliver carbon on the ground and meet long term carbon code requirements.

## **Key Responsibilities:**

- Managing multiple workstreams simultaneously, ensuring deadlines are met and work is carried out to a high standard.
- With support from the Carbon Projects Manager – to produce Carbon Code documentation to a high standard which fulfils carbon standard criteria and meets project cycle deadlines. This includes cashflows, carbon calculators, maps, management and monitoring plans, project design documents, and risk assessments.
- Develop a comprehensive and technical knowledge of both the Woodland Carbon Code and the Peatland Code.

# WHAT YOU'LL DO

## Key Responsibilities:

- Being able, or willing to learn, to produce a variety of maps to specification using ArcGIS Pro. Ensure that the carbon project tracker is kept up to date and accurate in order to facilitate project management and reporting.
- Analyse, interpret, format and present disparate datasets and information.
- Building and maintaining strong relationships with both internal and external stakeholders, for example site managers, landowners, auditors, and the Woodland Carbon Code team to effectively facilitate the progression and successful completion of carbon projects.
- With the support of the Carbon Projects Manager, plan and undertake onsite carbon surveys for validation and verification, including drone surveys.
- Manage the carbon inbox, fielding general enquires and providing expert technical advice on the WCC.
- Staying well informed on voluntary market changes and the potential impact on the Woodland Trust's carbon strategy.

# WHAT YOU'LL DO

- Understand and be able to communicate to a variety of audiences about the Woodland Trust's carbon offer.
- Build effective relationships with a wide range of internal and external professionals working in research, land sector and carbon markets
- Foster effective partnerships with Operations, Land & Property, Nature Recovery and Partnership Teams
- Keep up to date with voluntary and compliance market guidance and changes, including Net Zero protocol
- Responsible for updating WT systems and databases and able to prioritise own workload with minimal supervision
- Responsible for maintaining relationships with internal teams and external partners including Scottish Forestry to efficiently deliver projects
- Required to be self-motivated and proactive to achieve outcomes

# WE WANT YOU TO:



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## 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

- **Take effective decisions** – balancing considered, evidence-informed decision taking and quick, decisive action depending on the situation
- **Prioritise for impact** – building visions/ strategies/plans that have a clear purpose, set of outcomes, monitoring and evaluation and activity that is prioritised based on the impact they will have.

## MAKE IT COUNT

- **Deliver results** – getting work done in a way that is environmentally, financially and ethically sustainable, is considerate of people's wellbeing and always considerate of the broader impact.
- **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<br>(E/D) | Where                 |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------|
| You'll have experience | supporting the development and delivery of environmental, natural capital, forestry, land management or carbon projects.                                                                  | E                            | Application/interview |
|                        | producing technical documentation and reports to meet organisational, regulatory or industry standards.                                                                                   | E                            | Application/interview |
|                        | using GIS or mapping software to support project planning, delivery or reporting.                                                                                                         | E                            | Application/interview |
|                        | building and maintaining effective relationships with a range of stakeholders, including landowners, auditors, contractors, regulators and sector bodies.                                 | E                            | Application/interview |
|                        | analysing and presenting data to support project management, decision-making and reporting activities.                                                                                    | E                            | Application/interview |
|                        | working collaboratively across multidisciplinary teams to achieve project outcomes.                                                                                                       | E                            | Application/interview |
| You'll need to know    | An understanding or experience of woodland creation and peatland restoration for conservation and carbon outcomes                                                                         | E                            | Application/interview |
|                        | or the willingness to become knowledgeable of the Woodland Carbon Code, Peatland Code and upcoming codes in the UK                                                                        | E                            | Application/interview |
|                        | of existing woodland creation grant mechanisms in the four nations                                                                                                                        | D                            | Application/interview |
|                        | and have the ability to analyse and input data accurately                                                                                                                                 | E                            | Application/interview |
|                        | and possess strong communication and stakeholder management skills, with the ability to build consensus and foster effective collaboration across both internal and external stakeholders | E                            | Application/interview |
|                        | how to work independently, taking a proactive approach to the development and delivery of carbon projects                                                                                 | E                            | Application/interview |
|                        | How to prioritise workloads and delivers high-quality outcomes to agreed deadlines, even in demanding and time-sensitive situations.                                                      | E                            | Application/interview |

| PERSON SPECIFICATION    |                                                                                                                                          |                                                                            | Essential/Desirable (E/D) | Where                  |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|---------------------------|------------------------|
| You'll have a desire to | Grow Together                                                                                                                            | Collaborate with Purpose<br>Build Relationships<br>Communicate Effectively | E                         | Interview              |
|                         | Explore                                                                                                                                  | Create Meaningful Change<br>Be able to reflect and learn                   | E                         | Interview              |
|                         | Focus                                                                                                                                    | Take Effective Decisions<br>Prioritise for impact                          | E                         | Interview              |
|                         | Make it Count                                                                                                                            | Deliver Results<br>Inspire and influence<br>Connect to the bigger picture  | E                         | Interview              |
| You'll be qualified in  | Full Valid Driving Licence and a willingness to travel throughout the UK, including overnight stays and site visits to remote locations. |                                                                            | E                         | Application/Onboarding |
| You'll be subject to    | Pre-employment checks including Right to Work and confirmation of employment history (3-years).                                          |                                                                            | E                         | Onboarding             |