
ROLE PROFILE
Site Manager – Northern Ireland
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: Site Manager – Northern Ireland

Job Code: WT0266

Salary: £39,372.50 per annum

Contract: Permanent, Full Time (37.5 hours per week)

Reports to: Estate & Project Manager – Northern Ireland

Department: Operations

Team: Northern Ireland

Location: Homebased

This is a homebased role; the role involves regular travel within Northern Ireland. Most of the work will be in the South-East of the country with a focus on key sites in County Down. Occasional visits to our Northern Ireland office in Bangor and overnight stays would be required. You would be expected to live within reasonable travelling distance of this area.

WHAT YOU'LL DO

Main purpose of the job

Our passionate and committed Site Managers are at the root of everything we do at the Woodland Trust. The Site Manager will manage the Woodland Trust's sites to high standards, in accordance with our conservation principles, management approach, policies, procedures and contracts, to deliver our strategic goals.

This role will be responsible for approximately 14 Woodland Trust Sites in the South-Eastern part of Northern Ireland. This includes Mourne Park, a large ancient semi-natural woodland in the South Mourne Mountains, Glasswater Wood outside Crossgar with over 100,000 visitors per year, and a well distributed portfolio of Woodland Trust sites.

The Site Manager will be responsible for building collaborative and impactful relationships with internal teams and external organisations, contractors, neighbours and interested parties, alongside supporting dedicated and passionate volunteers.

WHAT YOU'LL DO

WOODLAND TRUST

Key Responsibilities:

- Best-practice management of a varied portfolio of high-profile woodland sites to comply with the UK Woodland Assurance Standard, across a range of woodland types. Including Ancient Woodland, designated & high biodiversity value sites, veteran trees and established secondary woodland sites.
- Specifying, tendering and contract management of works, including on-site contract monitoring
- Carrying out Woodland Condition Assessments and monitoring to inform, write and implement long term management plans for the woods in the area of responsibility.
- To implement Woodland Trust health and safety policies on sites, including tree safety inspections, risk assessments, implementation of work and appropriate recording. Ensuring the woodlands are safe and welcoming for all, creating and implementing management plans for our woodlands in Northern Ireland.

WHAT YOU'LL DO

WOODLAND TRUST

Key Responsibilities Continued:

- Initiate, develop and manage a work programme across the woodlands in your area, working with external partners and a cross-departmental team of foresters, people engagement specialists, communications specialists and funders.
- Engage professionally and respectfully with local communities, interested stakeholder groups and the public on matters relating to the Woodland Trust estate and its management.
- Assist in delivering the Trust's business and project plans on the estate within the region by supporting delivery of projects and funding bids.
- Support public and private fundraising events, including VIP visits, alongside colleagues from across the organisation to raise engagement and support for our cause.
- Effective communication of estate-based information and compelling stories to support our communication and fundraising development activities.
- Support a variety of volunteers, volunteer task programmes and volunteer managers for the woodlands in the area.

WHAT YOU'LL DO

WOODLAND TRUST

Key Responsibilities Continued:

- Showcase the Woodland Trust estate to outside organisations, individuals and the general public and raise awareness of the Trust and its work.
- Planning, implementation, monitoring and financial management of a budgeted programme of woodland management works using contractors, agents and volunteers. Applying for grant funding where applicable.
- Experience of safely delivering activities, training, mentoring and educational programmes for children and vulnerable adults across community, school and outdoor settings. Whilst maintaining high Safeguarding standards.

WE WANT YOU TO:

WOODLAND TRUST

GROW TOGETHER

- **Be a leader** – taking responsibility for inspiring, mobilising and supporting others to deliver on our strategic goals.
- **Collaborate with purpose** – collaborating effectively with others where it will add value and result in clear and positive impact.
- **Communicate Effectively** – being clear and adapting communication styles to connect with others effectively.

EXPLORE

- **Evolve and continuously improve** – having the courage to question previously held beliefs and seeks out opportunities to continuously improve the way we work
- **Be able to challenge** – showing courage and ability to challenge, be challenged and respond to challenge constructively to enable us to keep improving how we deliver on our strategic goals
- **Reflect and learn** – taking opportunities to reflect, learn and improve.

FOCUS

- **Take effective decisions** – balancing considered, evidence-informed decision taking and quick, decisive action depending on the situation
- **Adapt** – being proactive and flexible; able to take on board new information and respond effectively to a changing internal and or external environment.
- **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 (E/D)	Where
You'll have experience	Working in forestry, conservation or land management, managing woodlands and sites of high conservation importance	E	Application/interview
	Leading the delivery of complex projects & managing, monitoring and reporting on budgets	E	Application/interview
	Managing contracts and contractors, including tendering through the procurement process, through to contract monitoring	E	Application/interview
	Working with deer managers to manage deer numbers to achieve conservation objectives	E	Application/interview
	Working with government agencies to apply for and manage FGS grant contracts and gain statutory consents	E	Application/interview
	Carrying out tree safety inspections and managing tree safety in accordance with H&S procedures	D	Application/interview
	Dealing with the impacts of tree pests and diseases and invasive non-native species	D	Application/interview
	In people leadership or people management	D	Application/interview
	Working with Children and vulnerable people	E	Application/interview

PERSON SPECIFICATION

		Essential/Desirable (E/D)	Where
You'll need to know	About managing H&S onsite and in remote locations	E	Application/interview
	About woodland ecology and legislative context	E	Application/interview
	About project management and be able to coordinate multiple workstreams	E	Application/interview
	About Forestry Stewardship Council certification	D	Application/interview

PERSON SPECIFICATION

			Essential/Desirable (E/D)	Where
You'll have a desire to	Grow together	Be a leader Collaborate with purpose Communicate Effectively	E	Interview
	Explore	Be able to challenge Be able to reflect and learn Evolve and Continuously Improve	E	Interview
	Focus	Take effective decisions Adapt Prioritise for impact	E	Interview
	Make it count	Deliver results Connect to the bigger picture Inspire and influence	E	Interview
You'll be qualified in	HND/Degree level in forestry, land management or a related field or with equivalent experience		E	Application/certificate
	A Full driving license with a willingness and ability to travel across a large geographical area		E	Application/certificate
You'll be subject to	Pre-employment checks including Right to Work and confirmation of employment history (3-years).		E	Pre-employment check/certificate
	Enhanced Access NI with Children's Barred List Check		E	Pre-employment check/certificate