



Woodland Manager

Key Responsibilities

Woodland Management	Implement and review the Woodland Management Plans and assist in the preparation of felling licences or other licences as required.
	Plan and supervise woodland maintenance programmes with the Walderslade Woodland volunteers
	Monitor woodland health, tree condition and habitat quality
	Identify areas requiring conservation, restoration or enhancement
	Promote biodiversity through appropriate woodland management techniques
	Manage invasive species and oversee replanting programmes where required
	Protect habitats and species in accordance with environmental legislation
	Promote sustainable woodland management practices
Woodland Safety	Undertake routine visual tree inspections.
	Commission specialist tree surveys where appropriate in consultation with the Woodland Committee.
	Prioritise and manage tree safety works
	Maintain records of inspections and completed works
	Respond to residents' tree enquiries/complaints/requests for woodland maintenance
Woodland Works	Prepare specifications for woodland works where needed
	Obtain quotations and manage procurement in accordance with Council procedures together with the Clerk, Property Manager and Woodland Committee.
	Supervise contractors on site where needed
	Monitor quality, health and safety compliance and contract performance
	Certify completion of works
	Ensure woodland infrastructure remains safe and fit for purpose
	Liaise with ecological consultants where required
	Where appropriate, monitor protected species and sensitive habitats
	Ensure contractor compliance with health and

With Woodland Volunteers	safety requirements
	Maintain accurate records of inspections, maintenance and expenditure
	Produce reports for the Parish Council's Woodland Committee
	Assist the Clerk/Property manager in maintaining the asset register relating to woodland equipment
	Maintain woodland paths, entrances, signage and furniture
	Monitor accessibility and identify improvements
	Ensure compliance with Health and Safety legislation
General Work	Undertake site risk assessments
	Develop safe systems of work
	Investigate incidents and implement corrective actions
	Identify grant funding opportunities together with the Clerk and the Woodland Committee.
	Assist the Clerk in preparing funding applications for woodland improvement projects and act as RPA Agent, once approved.
	Help BPC/Volunteers in working with local schools and community organisations to further BPC's educational and environmental initiatives
	Encourage responsible public use of the woodland

Person Specification

	Essential	Desirable
Qualification in Forestry, Woodland Management, Arboriculture, Countryside Management or a related discipline	x	
Full UK driving licence	x	
Experience in managing woodland or countryside sites	x	
Experience of tree safety inspection	x	
Experience in enacting/ preparing management plans	x	
Experience of working with volunteers or community groups	x	
Woodland ecology and conservation	x	
Relevant health and safety legislation	x	
Environmental legislation affecting woodland management	x	
Knowledge of Public Rights of Way and countryside access	x	
Report writing	x	
Flexible and willing to work occasional evenings or weekends where required	x	
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LANTRA Professional Tree Inspection qualification		x
First Aid at Work qualification		x
Experience preparing grant applications		x
Chainsaw certification (NPTC/LANTRA) if operational work is required		x
Knowledge of Kent woodland habitats and local biodiversity	x	
Experience working with local Government & NGOs	x	