

Job Description



Job Title: Skiddaw Forest Project Manager

Grade: Year 1, Grade 6.1 based on 35 hours per week

Based At: Skiddaw Forest with an office base available at Carlisle or Kendal most work will be site-based. Flexible and hybrid working arrangements are available by agreement.

Reports To: Head of Nature Reserves

Job Purpose:

The Skiddaw Forest Project Manager will lead, coordinate, develop, monitor and oversee all of the Trust activities at Skiddaw Forest.

The postholder will drive the delivery of our 100-year vision to create England's highest nature reserve through the recreation, regeneration and restoration of a range of upland habitats in conjunction with a number of species recovery projects. This will include creating a significant new *Temperate Rainforest* woodland and working with our team of specialist peatland staff to restore extensive areas of degraded blanket peat bog.

The postholder will lead the development and management of the Trust's relationships and partnerships at Skiddaw Forest. This will involve working with a broad range of partner organisations, local farmers and commoners, neighbouring landowners, the local and wider community, recreational users and their representative groups. Key partners for whom the post holder will be the main point of contact for Skiddaw Forest will include: Commoners Associations, The Skiddaw House Foundation, Natural England, Forestry Commission, Lake District National Park Authority, local Parish and Town Councils, Cumberland Council, neighbouring landowners and farmers, fell running clubs, ramblers and local residents.

This is high profile role involving a significant amount of external communication, liaison and promotional activity to raise the project's profile. It will support extensive community engagement and volunteer involvement to help achieve the Trust's ambitious aims and long-term outcomes for Skiddaw Forest.

Special Features of the Role:

The role will require a significant proportion of the postholder's time to be spent on-site and in the field. Skiddaw Forest is an isolated and remote site and the postholder will organise and run practical work activities and other events in mountainous, steep and rugged terrain subject to sometimes unexpected extreme and inclement weather events.

Where necessary and according to the seasonal requirements of the role, there is likely to be a need to regularly adopt flexible working patterns outside of the usual office hours for which TOIL is provided.

Due to the exceptional characteristics of the terrain at Skiddaw Forest, the postholder will need to possess and maintain an appropriate level of physical fitness and capability in order to perform the duties of the role.

The post will be line-managed by the Head of Nature Reserves but also take guidance from the Skiddaw Forest Steering Group. This will comprise a small group of colleagues and experts with whom the post holder will work closely to direct and coordinate our evolving work programmes and activity.

As the project evolves, there may be scope for the employment of further project staff who will be line-managed by the postholder.

Main Responsibilities and Accountabilities:

1. Create a Wilder Skiddaw Forest

- Develop and implement a Nature Reserve Management Plan which includes plans for peatland recovery, species recovery and woodland and montane scrub creation (e.g. tree recruitment and establishment, Environmental Impact Assessment, sourcing of local seed, tree growing, planting/ promotion of natural regeneration and aftercare in line with agreed Woodland Code and Peatland Code standards and requirements of other funders).
- Deliver and oversee all site management activity including working with contractors, volunteers, CWT staff teams and others according to agreed and approved plans.
- Contribute to applications, claims and monitoring for agri-environment grants and other relevant income schemes.
- Work with partners and CWT Community Tree Grower to ensure the supply of local provenance trees. Let and manage tree supply, fencing and planting contracts.
- Develop and deliver a plan for further species augmentation for all habitats.
- Liaise with neighbouring landowners and stakeholders to ensure smooth delivery of the vision and explore the potential to develop a wider Landscape Recovery grant application.

2. Staff and Volunteer Management

- Lead and line manage all allocated project staff, placements and volunteers.
- Work closely with other staff, Directorates and teams across the Trust to secure their contributions to the Skiddaw Forest initiative.

3. Community and People Engagement

- Involve people in all aspects of the project including through volunteering for the project whether that be as individuals, or working in partnership with others.
- Develop and nurture a volunteer team helping with day-to-day management of the reserve, regularly checking boundaries, checking for stock ingress, undertaking surveys and monitoring tree and wildflower planting.
- Act as a first point of contact for community groups for Skiddaw Forest and build constructive working relationships and a two-way dialogue with our community partners and stakeholders.

4. Communications and Events

- Foster and promote excellent communications and connectivity between external partners and local communities.
- We anticipate extensive interest in this project, so you will be required to give talks, lead walks and organise/attend events to promote the work we are doing through the project to a wide range of audiences in support of the work programme according to the available resources.

- Contribute stories and content to the Trust's media outlets (including the website) and write articles from time-to-time for publications.
- Work with the marketing team to contribute to the production of interpretation to promote the site and a Wilder Skiddaw Forest. Provide content for the Trust's social media channels, website, press releases, written articles etc.
- Contribute to educational aspects of the Trust's work including seminars, training and attending conferences.

5. Budgets, Health and Safety, Risk management

- Take responsibility for undertaking and implementing site risk assessments for all activities including compliance with lone working arrangements for themselves, other staff and volunteers.
- Monitor, prepare for and respond to site risks and emergencies including liaison with emergency services and moorland fires.
- Liaise with regulators including LDNPA, FC, NE and ensure all consents and permissions are in place
- With Head of Nature Reserves, assist in the preparation, management and monitoring of delegated budgets (circa income / expenditure of £100,000 per annum)
- Responsible for the security and maintenance of all assigned assets.

6. Reporting and monitoring

- Commission / Undertake / Establish baseline surveys and monitoring of all aspects of Skiddaw Forest in partnership with others (such as the University of Cumbria); including species, habitats, features of geological and geomorphological interest and other environmental parameters to inform future management and document change.
- Produce monitoring and progress reports when requested internally or for external partners and funders when required as part of grant funding schemes.
- Encourage scientific research and investigation to create a resilient evidence base for Skiddaw and beyond.

7. Other duties

- Take responsibility for continuing own professional development and training.
- Any other duties as required within the scope of the grade and role.
- All staff are ambassadors for the organisation both internally and externally and are always expected to act in a professional manner.
- Abide by all Cumbria Wildlife Trust policies and procedures as laid down in the staff handbook; adopt environmentally friendly working practices; set and maintain high personal standards of efficiency and customer care and foster a 'can do' culture based on ownership, initiative, teamwork and exchange of information.
- Contribute to the delivery of the Trust's well-being and inclusion policies.
- Engender and support membership recruitment and donor development to increase funds raised for achieving the Trust's objectives.

Date: September 2024

Person Specification

Post Title: Skiddaw Forest Project Manager

1. Qualifications & Experience:

The post holder will be expected to have qualifications and recent and relevant experience in the following areas:

		Essential	Desirable
1.	Relevant knowledge gained through experience in a similar role or a Degree or equivalent qualification in Ecology, Environmental Sciences, or a relevant subject	•	
2.	Working in upland environments and managing large Nature Reserves	•	
3.	Working with contractors and successful delivery of contracts in large ecological restoration projects to budget and agreed timelines	•	
4.	Planning, organising and running successful public engagement activities and events	•	
5.	Staff and Volunteer leadership/management	•	
6.	Land management payments and agri-environment schemes	•	
7.	Competent and qualified to use a range of vehicles, machinery and powered tools (including chainsaws and brush cutters)	•	
8.	Upland habitat management and restoration including the creation of new woodlands and tree establishment		•
9.	Writing management plans for large, complicated sites using the CCW methodology		•
10.	Specialist species recovery		•
11.	Mountain Leader		•

2. Knowledge & Skills:

The post holder will have the following knowledge and skills:

		Essential	Desirable
1.	Working knowledge of the ecology and management of a broad range of upland habitats and species including woodland and peatland	•	
2.	Ecological survey and monitoring of a wide range of features (e.g. habitats, species, water levels, visitors)	•	
3.	Ability to drive and capability to drive a range of off-road vehicles in difficult terrain (e.g. 4x4 vehicles, quad bike)	•	
4.	IT literate (computers, phones, GPS, GIS. Microsoft 365 Office packages, social media)	•	
5.	Project and Budget management	•	
6.	Working with green finance initiatives including woodland and peatland codes		•

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3. Personal Qualities:

The post holder should possess the following:

		Essential	Desirable
1.	Ambitious to achieve long-term outcomes and impact through leading, driving and shaping a high-profile project	•	
2.	Be physically fit and capable in mountainous terrain	•	
3.	Excellent communicator with a proven track record of building relationships with partners, colleagues, volunteers, local communities, neighbours and other stakeholders	•	
4.	Practical and a good problem solver	•	
5.	Enthusiastic and able to enthuse and inspire others	•	
6.	Ability to work on own initiative whilst also being a strong team player	•	
7.	Well organised, able to prioritise and manage workloads whilst meeting deadlines	•	