



## FORESTRY INTERN 2020-21

### JOB DESCRIPTION

<b>Job title:</b>	Forestry Intern
<b>Salary:</b>	£19,344 p/a
<b>Hours:</b>	40 per week – Monday to Friday 08.00 to 17.00 with occasional evenings and weekends
<b>Reporting to:</b>	Forestry Manager
<b>Location:</b>	Colletts Farm Office, Dorsington, Warwickshire, CV37 8AU
<b>Date:</b>	June 2020

### JOB SUMMARY

This training role is ideal for a budding forester early in their career wishing to develop a wide range of forestry skills, experience and competencies for career progression. Ideally suited for someone starting or changing to a career in forestry as no practical experience is necessary but a clear need and commitment to the environment must be demonstrated.

This is a unique role which will give the successful candidate an opportunity to grow and shape England's largest new native broadleaf woodland, whilst gaining practical experience on the job.

In this role you will work with and be supported by our forestry team to deliver operational plans to ensure that the Heart of England Forest achieves the aims and objectives set out in its strategic plan. This will include practical forestry planting and maintenance working with the staff team, volunteers, corporate supporters and contractors to achieve our vision of a 30,000-acre contiguous woodland. For most of the year you will be undertaking practical woodland management tasks including maintaining and widening public access. The winter months will predominantly be tree planting when you will join the rest of the forestry team working anywhere in our 7,000-acre Forest.

As well as gaining skills in practical forestry you will be involved in widening public access and encouraging people and wildlife. You will also be supported to undertake your own specialist project across the duration of the internship, and evidence gathered as part of the project delivery can then be used to form a portfolio in order to demonstrate skills and experience gained throughout the internship.

We are looking for an enthusiastic individual who is keen to learn and has a "can do" attitude, who will be a passionate ambassador for the charity.

## **KEY RESPONSIBILITIES**

With the support of the forestry team, the range of tasks involved in the role include:

### **Practical forest work**

- Tree planting
- Forest establishment and maintenance work, including shelter maintenance, weeding, loss assessment, tree guard removal, etc.
- Daily maintenance of footpaths
- Emptying car park bins and dog bins
- Designing new walking routes and way-marking
- Tractor driving and use and maintenance of machinery including mowing forest rides, hay making and hedge cutting
- Mowing footpaths
- General forest maintenance work in mature woodland
- Habitat creation, maintenance and monitoring
- Undertaking tree tagging and mapping tree locations
- Maintaining and improving public access within the forest, which includes inspections of access areas, reporting health and safety issues, and resolving problems under own initiative
- Tree felling

### **Monitoring and recording**

- Supporting the creation and updating of maps using GIS
- Maintaining forest and compartment records
- Biodiversity surveys and data input

### **People engagement**

- Providing support to deliver general volunteer and corporate volunteer work parties when needed, which may include some weekend work
- Supporting / leading guided walks (which will include weekend and Bank Holiday working)
- Supporting educational visits where required
- Supporting other stakeholder visits
- Assisting with the planning and delivery of Heart of England Forest events

### **Communications**

- Producing news stories for use on the website
- Contributing information and photographs for the social media communications plan
- Contributing to articles and news stories in the monthly e-newsletter and bi-annual magazine to help raise awareness of forestry issues
- Maintaining signage within the forest (e.g. dedicated woods, information boards, car park signs) to ensure they are clean and in good order

In addition, the post holder will:

### **General**

- Demonstrate and promote the values of the Heart of England Forest
- Maintain a commitment to high standards of health and safety at all times. Ensure all work is undertaken within the Heart of England Forest health and safety policy and processes
- Commit to continual professional development
- Play an active part within the wider Heart of England Forest team.
- Make active use of information and resources gained via personal networks to inform the development of this role
- Perform any other duties consistent with the role and / or reasonably required by the Head Forester or Chief Executive

### **Project**

The internship has been designed with the intention of supporting the post holder to develop skills and experience in the area of forest creation and management in order to assist with future career development.

As well as on the job training and support to deliver the tasks outlined above, the intern will be supported to undertake a specialist project across the duration of the internship (to be agreed based upon interest / experience needed / need within the Forest) to include project planning, project management and delivery. Milestones, outputs and targets will be agreed at the start, and support will be given to develop the skills and attributes needed for successful completion of the project. Evidence gathered as part of the project delivery can then be used to form a portfolio in order to demonstrate skills and experience gained throughout the internship.

### **Hours**

Normal working hours will be 40 per week, normally between 08.00 and 17.00, Monday to Friday. However, some out of office hours work will be required, which may include evenings, weekends and bank holidays, for which time off in lieu will be given.

### **Location**

The post will be based in the Heart of England Forest head office in Dorsington. The post holder must have the willingness and ability to undertake extensive travel across the Heart of England Forest on a daily basis to meet the demands of the role. The postholder will need to ensure their vehicle has an up to date MOT and is insured for business use.

## **PERSON SPECIFICATION**

### **Essential**

- A need to develop forestry skills, experience and competencies for career development
- An innovative, can-do, enthusiastic work ethic
- Good IT skills (including Word, Excel, Outlook, PowerPoint)
- Self-motivated and proven experience of ability to work on own initiative
- Effective team worker
- Good communication skills, both oral and written
- Able to communicate Heart of England Forest values and standards to supporters and stakeholders
- Committed to conservation
- Full clean driving license with use of own vehicle for business use
- A flexible approach to work and willingness to undertake some evening and weekend work
- Willingness to develop new skills and take on new areas of responsibility

### **Desirable**

- Good project management skills
- Strong interpersonal skills with an ability to build relationships and engage effectively with people at all levels

## **ABOUT THE HEART OF ENGLAND FOREST**

### ***Planting tomorrow's great native woodland***

The Heart of England Forest is an exciting and ambitious charity. We want to help reverse centuries of woodland decline and plant one of the largest forests in England. Our goal is to create a huge, unbroken woodland – a refuge from the modern world where people can rediscover nature and wildlife can flourish. It's an ambitious vision, which we're determined to make happen, one tree at a time.

The Heart of England Forest is not only a perfectly positioned lung for the Midlands, but a breath of fresh air for the nation. With over a million new native trees planted so far, we are restoring our native woodland – providing a safe and permanent habitat for wildlife as well as an escape for people from the urban environments surrounding it.

The forest stretches up the Warwickshire / Worcestershire border, from the present-day borders of Shakespeare's Forest of Arden to the edge of the Vale of Evesham – the north Cotswolds to south Birmingham. It's an area dense in cities, towns and industry. Which is why we're creating a place to walk under shady canopies and through airy glades, away from the bustle of city life.

The UK has less than a third of the native tree cover of many other European countries, including France, Germany and Italy. Planting tomorrow's great native woodland has already started. With 7,000 acres of land, the Forest currently consists of 600 acres of mature woodland and almost 4,000 acres of new planting. We have planted an incredible 1.8 million trees so far, that's over 13% of the way towards our goal of a 30,000-acre forest. But with patience and your support, who knows how far it will grow!

**More information can be found at [www.heartofenglandforest.com](http://www.heartofenglandforest.com)**