COMMUNITY WOODLANDS ASSOCIATION

JOB DESCRIPTION: Member Support Officer

Part-time: 2.5 days per week, 17.5 hours.
Salary: £24,115 pro rata, plus £75 per month (taxable) home working allowance plus 5% pension payment.

Location, home working anywhere in Scotland

This is a one year post available with funding support from Scottish Forestry. We hope to extend this post but that is subject to funding.

Introduction
The Community Woodlands Association (CWA) is a charitable company which supports Scotland’s 200 community woodland groups to achieve their aspirations and promotes and represents the community woodland movement to government and the wider world. We are a friendly, flexible and hard-working organisation working to enable communities to connect with woodlands.

We are seeking an effective and efficient Member Support Officer to support our operations, establish a mentoring scheme and organise and deliver training and networking events.

Accountability
The post-holder will report to the CWA Director.

Main tasks
- Establish a mentoring scheme with appropriate structures and processes. Delivering in the year
  - Mentoring of 6 newer member groups by existing more experienced groups.
  - Mentoring of 10 member groups by expert volunteers, volunteers to be recruited as part of the role.
- Organisation of 4-6 exchange visits between community woodland groups, including arranging additional funding where possible to support participant costs.
- Organisation of a programme of online training events in collaboration with other CWA staff.
- Other activities as organisational requirements and time availability require but likely to include at least some involvement in conference organisation as well as attendance, one weekend in the Autumn.
Essential experience, skills and attributes

- Event organisation and delivery to a high standard.
- Well-developed work planning and organisational skills capable of delivering across multiple priorities.
- Demonstrable experience of and competence in Microsoft Word and Excel and online meeting platforms such as Zoom.
- Record keeping and report writing ability.
- Good understanding and experience of communications with dispersed community groups.

Desirable experience

- Knowledge and experience of the community sector, ideally community woodlands.
- Experience in a small charity.

Terms & Conditions

The job is home based so the successful applicant will have an appropriate home working environment.

Occasional travel within Scotland will be required, ability to drive and access to a vehicle is desirable – expenses will be reimbursed.

Part-time: 2.5 days per week, 17.5 hours.

Work hours will be flexible, to be arranged to mutual agreement, with at least 14 hours in normal Monday – Friday 10-4 office hours. Evening or weekend work may occasionally be required.

Leave: 33 days pro rata: 16.5 days per year for a two-and-a-half-day a week post, inclusive of public holidays.

TOIL: In is not normal for overtime to be paid for any extra hours worked: A time off in lieu of additional hours worked scheme is in place.

The appointment will be subject to a 6-month probationary period. And is currently limited to a one-year contract, which we hope to extend subject to funding.

CWA has a mentoring scheme under which each member of staff has a board mentor for support and advice with virtual meetings on a regular basis.

The Community Woodlands Association has an equal opportunities policy to ensure all members of staff employed by the Association and all applicants for employment will be given equal opportunity irrespective of sex, marital status, race, colour, nationality or ethnic origin, in all aspects of recruitment, employment, promotion and training.

The Association is committed to giving full and fair consideration to people with disabilities applying for this post who possess the relevant skills and experience.

An early start date is desirable.
Getting the right person to work with our members is important to us, so, if you're excited about this role but your experience doesn't align perfectly with the job description, we'd encourage you to apply anyway.

If you would like an informal conversation about the post, please get in touch with andy@communitywoods.org to arrange.

Application
Please send a current CV and covering letter, including name, phone number and email address of 2 referees, who will only be contacted after interview to Andy Rockall, CWA Director, at Andy@communitywoods.org

Closing date: 9am Monday 19th June with interviews by zoom on 27th or 28th June.

As we are recruiting to two posts simultaneously, please be clear about which post you are applying for and if applying for both whether you have preference for one or the other.

We look forward to hearing from you and many thanks for your interest in CWA.