



# **Community Forest Manager (Part-time)**

**Job Pack**

**March 2024**

## Community Forest Manager

Aigas Forest was originally planted by Forestry Commission Scotland in the 1960s. It was densely planted commercial forestry and was not actively managed for many years. After a sustained effort of planning and fundraising, the hard work of a small group of locals paid off with a successful bid to buy the forest as a community enterprise. Aigas Community Forest (ACF) came in to being in 2015.

ACF is being transformed from a dark, densely planted commercial forest to a more ecologically diverse and accessible long term asset for the community. Selective felling is opening up the forest enabling a programme of replanting with a much broader variety of trees. Improvements to the forest infrastructure have started to establish tracks and footpaths and create easier access for people to enjoy the forest. The forest is largely self-funded, and the managed felling programme provides a key source of funds to reinvest in the future of ACF to continue to deliver our vision.

Aigas Community Forest covers an area of 260 hectares. Over the past 9 years we have developed and had approved a Long Term Forest Plan and we are currently managing the forest according to that Plan. We are looking for an experienced forest manager to work with the board to continue the work to implement this plan and to put into practice our recently revised Vision for the future of the forest.

Management of the forest and generation of income is one part of a larger vision which is focused on three main areas:

- **Social benefits** – providing recreational and cultural opportunities for users of the forest
- **Economic benefits** – providing tangible economic benefits for our local community
- **Environmental benefits** – creating a diverse and sustainable forest for future generations.

The Forest Manager's priority is effective delivery of the LTFP but they are expected to support the Board as they work to deliver the above vision.

Most of your time will be spent in the Forest, but there may also be a requirement to work from home from time to time. We can provide office essentials such as a PC, printer, mobile phone and other ICT equipment if required and will cover direct expenses by agreement. Ideally you will live in, or within easy access of, the community.

You will need to have a driving licence and access to a vehicle you can use for work purposes such as attending meetings. Reasonable expenses will be reimbursed. For longer journeys public transport should be used wherever possible.

We are open to applications from candidates who might prefer to retain an element of self-employment. Aigas Community Forest is an Equal Opportunities Employer.

Appointment is dependent on references and a satisfactory criminal record / PVG check.

## Terms and Conditions

Hours	Between 16 and 24 hours per week (2-3 days) – to be discussed and agreed. To be worked flexibly (including weekends and evenings) across a year. Salary will be paid as a standard monthly rate but all hours will need to be recorded on a timesheet. No overtime will be paid.
Leave Entitlement	30 days per year pro-rata (including public holidays), ie 12 days for a 18 hour week and 18 days for a 24 hour week. (public holidays may be taken flexibly)
Salary	£35,000 - £45,000 per year FTE (paid pro-rata) (dependent on experience)
Pension	A workplace pension is provided
Contract	The post will be offered as a temporary contract for a period of 23 months.

**For informal queries contact our current temporary Forest Manager:**

Neil Valentine  
[forestmanager@aigasforest.org.uk](mailto:forestmanager@aigasforest.org.uk)

**Formal Applications, including CV, should be sent to the Chair of ACF:**

David Garvie  
[david@aigasforest.org.uk](mailto:david@aigasforest.org.uk)

## Job Description

**Post:** Community Forest Manager  
**Reporting to:** Board of Directors of Aigas Community Forest through one of the Directors acting as line manager.

## Duties

### Co-ordinate the delivery of the Long Term Forest Plan (LTFP)

- Organising silvicultural and other operations in the forest as required (e.g. felling, thinning, planting, fencing, path works, roading and general maintenance) and maximising wherever possible the involvement of volunteers, particularly with tree planting, fencing and path works
- Preparing tender documents (involving the Board where appropriate), managing the tendering process and the site managing works with regard to operations being undertaken by external contractors
- Organising and publicising any consultation processes required prior to harvesting operations taking place
- Supervise any volunteers and workers and provide training and support as appropriate
- Coordinate with the various ACF sub-groups that operate on behalf of the Board
- Liaising with statutory bodies: FCS, NatureScot, SEPA, The Highland Council and others as appropriate
- Advising the Board on silvicultural and other options
- Ensuring Aigas Community Forest secures and retains UKWAS accreditation

### Arrange funding packages to ensure continued development of the forest

- Researching and exploring funding opportunities
- Negotiating with potential funders, both in the public sector and elsewhere
- Completing and submitting funding applications
- Ensuring all financial claims and monitoring requirements associated with funding packages are met

### Firewood Processing

- To ensure a continuous supply of timber for production of commercial firewood by Aigas Community Forest
- To support and manage firewood production to ensure the safe and effective production and distribution of firewood from Aigas Community Forest

### Health and Safety

- To act as the Health & Safety Officer, with overall responsibility for all Health & Safety matters in the forest
- Preparing appropriate risks assessments and having at all times the highest concern for Health and Safety issues, both with regard to those working in the forest and recreational users
- Preparing and updating annually a tree safety register to meet current guidelines and insurance requirements
- Regular surveying and risk assessing of Mountain Bike tracks

### **Deer Management**

- To support the Board to maintain the deer management plan, involving neighbouring landowners where possible
- To work with the appointed deer control contractor
- To ensure an appropriate level of deer control takes place to allow the growth of newly planted trees by monitoring the activity of the deer controller

### **Maintenance**

- To keep all forestry plant appropriately maintained
- To maintain records of training and certifications of volunteers and forest workers
- Management of LOLER inspections

### **In addition, the Community Forest Manager will be required:**

- To deliver regular reports to the Board of Directors as required
- To maintain a sound financial record of all project transactions and to manage budgets prudently. Regular budget reporting to the Board of Directors and to funders will be required
- To investigate and support the development of sustainable income streams from forest products to ensure the long-term economic viability of the Forest
- To liaise closely with Forestry and Land Scotland, NatureScot and other agencies and organisations to conserve, maintain and enhance the conservation interest of the site
- To liaise closely with the Aigas Field Centre, local schools and other organisations to maximise educational usage of the forest
- To act as a point of contact to approve entry and use of the forest by third parties
- To liaise with local Mountain Bike groups
- To identify personal training needs and to further personal development by attending various training courses as appropriate

## Person Specification

Skills / Experience / Quality	Essential	Desirable	Assessment
Degree or diploma in forestry		✓	Form
At least 3-4 years of forestry experience	✓		Form
Practical experience in a wide range of forestry and land management skills including chainsaw certification and skills/certification in other relevant forestry equipment	✓		Form
Successful experience of forestry or land management grant applications and reporting		✓	Form Interview
Success in planning and delivering projects, including managing contractors on site		✓	Form Interview
Understanding of and commitment to community ownership of assets		✓	Interview
Understanding of community engagement		✓	Form Interview
Working with volunteers		✓	Form
Experience of developing business ideas		✓	Form
Experience in recreation management		✓	Form
Self-motivated	✓		Form Interview
Ability to work on your own	✓		Interview
Excellent communication skills	✓		Form Interview
Strong IT skills – especially Word and Excel		✓	Form
GIS Skills – experience using GIS software for stock inventory, management, operational planning and other related matters		✓	Form
Own vehicle available for work use and a full driving licence	✓		Form

Your completed application should directly address all attributes identified as essential and as being assessed from your application form. For ease of reference these are highlighted.

We will also look to shortlist candidates based on the number and quality of desirable attributes demonstrated in your application.