

White Rose Forest Grant Administrator – Job Description (ER Grade 12)

Background to the White Rose Forest

Significant public and private investment is being targeted towards woodland creation projects in the White Rose Forest. The White Rose Forest (WRF) is a local authority based joint venture agreement that covers North and West Yorkshire. The White Rose Forest is one of 10 community forest partnerships in England. Our aim is to significantly increase tree cover over the next 30 years in our area and do so by bringing people and communities into the process of planning planting and looking after the trees and new woodlands. Kirklees Council is the partnership's accountable body.

The White Rose Forest is supported by a partnership of local authorities, community groups, businesses and charities, all working together to plant millions of trees that will improve our natural environment and create happier and healthier places for us all to live, work in and visit. The growing forest will also help meet the challenges of the Climate Emergency by contributing to our climate resilience and support the Government's aim to reach net zero carbon emissions by 2050.

For more information about the White Rose Forest visit: www.whiteroseforest.org.

The Core WRF Team, lead by a Programme Director, is based inside the Kirklees Council Major Projects Service and is responsible for ensuring that the WRF joint venture operates efficiently across North and West Yorkshire. The Accountable body is responsible to:

- any funder for ensuring that funding is spent properly and in accordance with all conditions applying to its expenditure
- take primary responsibility for putting management structures in place to oversee the delivery of the WRF projects
- provide administrative support for the WRF Steering Group
- convene regular meetings of the WRF Steering Group and its working parties

Key Responsibilities

At the direction of the Programme Director, the WRF Grant Administrator postholder will be responsible for the following work areas:

- Kirklees Council receives multi-million pound revenue and capital grant funding from Government and the private sector, including the Trees for Climate and Northern Forest programmes. The postholder must manage complex programmes of investment and ensure that adequate records and evidence of expenditure and income are correctly recorded, kept up to date and regularly reported on to a high standard, as required by the funders. This work will require close working with both Kirklees Finance, legal services and numerous external partners and landowners at a senior level.

- The WRF has set up a working party called the WRF Funders' Group, made up of partner organisations who provide a range of funding streams for woodland creation. The postholder will manage, co-ordinate and develop this important group and link it effectively to the efficient operation of the WRF Delivery Pathway to assist in providing the best funding options for landowners and help partners hit their delivery targets.
- The postholder will also work closely with WRF partners and take the lead on developing new funding opportunities. The Partnership is looking to develop innovative new funding streams to support WRF partners in delivering woodland creation and management programmes

The postholder will also support the Programme Director in managing the WRF Steering Group and its working parties as required, including ensuring that the White Rose Forest administration processes are up to date and fit for purpose. The maintenance of a good working relationship with all our partners, and at all levels of seniority, will be key to the success of the post. The postholder will be expected to project a positive attitude to our partners and seek to deliver or provide information for high quality reports and presentations, as well as representing the WRF at external meetings.

Some duties may need to be carried out for the Major Project Service from time to time. The post will require a mix of remote working and face to face meetings across North and West Yorkshire.

Key skills

- Diplomacy - working with WRF Partners at a senior level, as well as with local community groups, will require high level interpersonal skills and the ability to understand the operational needs and corporate drivers for a range of organisations. The postholder will represent the accountable body and must establish and maintain long term productive working relationships.
- Confident negotiator - The funding landscape for new trees and woodlands is becoming increasingly complex, with large organisations often competing for the best opportunities to promote their funding opportunities. The postholder, working closely with the WRF Programme Manager, will need to facilitate and steer complex conversations between funders so that the best options are presented to the landowner.
- High level analytical skills with attention to detail – The postholder will be required to provide up to date information on the current state of expenditure and delivery for at least two major programmes of funding and apply the appropriate financial procedure rules. The ability to accurately read, spot discrepancies and process claim forms and reconciling these with bespoke grant agreements and conditions is an essential skill set.

- Prioritisation and organisational skills – The postholder will need to exercise good judgement in time management and, working under pressure, be able to choose between competing demands. This will vary depending on the financial year period and the different phases of the tree planting and programme planning calendar.

This detailed job description is accompanied by a general job specification for Grade 12 Kirklees Council project officers. Please refer to this detailed job description when completing your application. If you have any questions about this role, please contact

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