

# White Rose Forest Programme Manager

## Grade 14

### Job purpose

Kirklees Council is the accountable body for the White Rose Forest Programme (WRF) joint venture agreement and has primary responsibility for managing and resourcing the WRF Delivery Pathway. This is a unique service that Kirklees has developed and agreed to lead on as part of its commitment to responding to the Climate Emergency. It is a complex area involving a vast number of stakeholders and technical complexities across a large and varied geography.

We require a WRF Programme Manager who will.

- Plan, manage and co-ordinate the landowner engagement and support services of the WRF Delivery Pathway across North and West Yorkshire
- Oversee the development and delivery of the annual WRF Planting Programme, particularly the elements funded through the Trees for Climate and Northern Forest Grant Agreement, resulting from landowner engagement in the WRF Delivery Pathway.
- Lead the team in supporting landowners, their agents and WRF Partners to develop tree planting and woodland creation projects across North and West Yorkshire. The team will act as neutral advisers to guide landowner projects from an initial idea through the Delivery Pathway to the planting stage.

Along with the team, the postholder will provide any additional support a landowner may require by accessing the wide range of technical and professional expertise that exists across the WRF partnership, including.

- **Planning and design:** a multi-disciplinary approach to designing woodlands to achieve landowner objectives and maximise wider benefits to society. Ensuring the planting of the right tree in the right places.
- **Engagement with stakeholders:** part of a well-designed woodland is seeking the advice and approval of a range of statutory and local community stakeholders.
- **Forestry regulations:** depending on the scale and location of a landowner's project there may be some regulatory approvals required. Working with landowners and the relevant authorities to secure any necessary permissions.
- **Funding:** there are currently a range of funding options available to support tree and woodland planting across West and North Yorkshire. Working with landowners and the White Rose Forest Funders' Group to match funding option(s) to landowner requirements. Help with submitting any funding applications is also available. Aiming to provide the landowner with a cost neutral scheme with a maintenance package of up to 15 years for priority schemes, where possible.
- **Delivery:** if a landowner needs help in delivering a project on the ground, working with the wider White Rose Forest partnership to source trees, materials, and resources. This may include working with local community and volunteer groups.

- **Future management & maintenance:** to ensure a woodland delivers the benefits identified we will look wherever possible to create a further package of support and guidance for the landowner

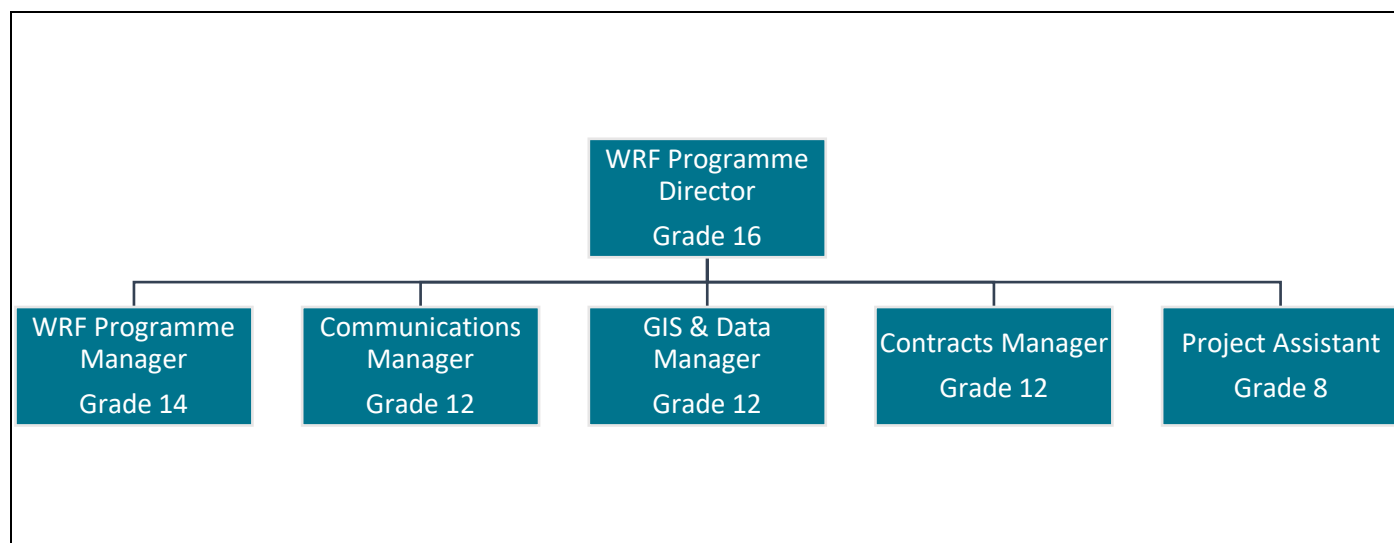
The postholder will lead on an annual multi-million pound programme of all new rural and urban WRF partnership planting schemes across North and West Yorkshire. This will include assessing, designing, securing approvals, and ensuring funding agreements are in place for planting during November to March.

This role is based within [Growth and Regeneration](#). Find out more about [working for Kirklees](#).

## Key areas of responsibility

- To oversee the production of the annual WRF Tree Planting Programme ensuring it complies with the UK Forestry Standard and other regulatory approvals
- To oversee the co-ordination of the support services offered to landowners and partners required in the WRF Delivery Pathway
- The WRF Programme Manager will represent Kirklees Council in the negotiation of the Trees for Climate Agreements with selected landowners approved by the WRF Programme Director in line with the Trees for Climate Grant /Northern Forest Grant Agreement 2 conditions and UK Forestry Standard
- To line manage/supervision other landowner engagement WRF Projects Managers (non - Kirklees) within the WRF Core Team
- To work with the WRF Contracts' Manager in the running of the WRF Funders' Group and the provision of up-to-date Partner Funding offer information for landowners and WRF Partners
- To work with the WRF GIS and Data Manager to ensure the data requirements of the WRF Delivery Pathway are recorded and uploaded onto the Kirklees Kompass system and Northern Forest Trees for Climate Monday.com systems
- Ensure that the entry of Stakeholder data complies with Kirklees Data Processor schedule and GDPR
- Overseeing the collating of claims and supporting evidence for the Trees for Climate Grant Agreements for sign off by the WRF Programme Director
- To work with the WRF Programme Director to identify, plan and budget for the required resources to operate the WRF Delivery Pathway
- To work closely with the Forestry Commission and Natural England to provide clear expectation of the required scale of sites requiring regulatory approval.
- Oversee of the Woodland Carbon Code assessment for Trees for Climate and Northern Forest Grant Agreement
- To work closely with the Leeds Flood Alleviation Scheme 2 Natural Flood Management Aire Catchment project and the Northern Gas Network to promote their integration into the processes of WRF Delivery Pathway as required
- To work with WRF partners and its Steering group and working parties as required to support the development of the WRF Partnership
- To represent the WRF partnership on regional and national groups as required

## Position of job in organisational structure



## Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Knowledge and experience in analysing detailed proposals from businesses and other partner organisations.	Essential
Detailed knowledge of the regulatory environment that impacts on woodland creation plans such as Environmental Impact Assessment	Essential
Working understanding of health and safety issues for WRF core team relating to 3 <sup>rd</sup> party landowner engagement	Essential
Degree level qualification in Forestry or a related discipline.	Essential
Membership of a professional forestry related body	Desirable
Ability to develop and maintain effective, professional relationships with Councillors, Senior Managers, Stakeholders, partners, and external agencies and operate within Commercial and Third Sector Environments	Essential
Forward thinking, proactive and able to work collaboratively to manage complex, high value projects, including managing budgets and contracts	Essential
Proven ability to lead and implement large and complex projects with extensive experience in working collaboratively and in partnership	Essential
Ability to manage competing priorities, to work independently and deliver to agreed deadlines.	Essential
Ability to write clear and concise reports and other forms of communication and to adapt communication style to meet the requirements of the audience	Essential

<b>Knowledge, qualifications, skills and experience</b>	<b>Shortlisting criteria</b>
Recognised technical expertise and experience in a discipline which supports Economic Resilience and growth, in particular Forestry and Land management including an understanding of UK Forestry Standard, forestry regulations and legislation	Essential
Experience of leading multi-disciplinary teams including matrix management	Essential
Extensive experience of contributing to the development of and writing funding bids and reporting to funders.	Essential
Travel is an essential part of this job and therefore it would be extremely difficult for you to do your job effectively if you did not use a car for all or most of the time. It is essential that you hold a full and valid driving licence, and it is expected that you will either use a council vehicle or your own car.	Essential

## Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 3. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).

Driving licence or able to travel independently across North and West Yorkshire,

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

### For Office Use Only:

Job Category	Growth & Regeneration	Grading ID	65630
Job ID	80100892	Last Updated	July 2021
Job Focus	Yes	Career Progression	No

### Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		