



## JOB DESCRIPTION

Job Title:	White Rose Forest Grants Manager
Location:	c/o Community Forest Trust Office, 6 Kansas, Avenue, Salford, M50 2GL (Remote Working in West and North Yorkshire)
Contract type:	Fixed term contract until March 2025 [with potential for an extension]
Salary:	c£38,500 - £40,000 depending on experience
Hours	Full time (36 hours) however part-time will be considered.
Reports to:	White Rose Forest Programme Director
Responsible for:	Managing the WRF programme budgets and landowner grant agreements across North and West Yorkshire.

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## Overview

Significant public and private investment are 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 13 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 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](http://www.whiteroseforest.org).

The WRF Core Team, led by a Programme Director, is based inside Kirklees Council's Major Projects Service and is responsible for ensuring the WRF joint venture operates efficiently across North and West Yorkshire. The team is also responsible for managing the delivery of a multi-million-pound grant funded, woodland creation programme, utilising funds from Defra's Trees for Climate and Northern Forest – Grow Back Greener programmes.

The key role of the WRF Core Team is to:

- ensure funding is spent properly and in accordance with the terms and conditions of the funding agreements in place,
- take primary responsibility for putting management structures in place to oversee the delivery of the WRF projects,



- lead the partnership in developing strategic plans and sources new funding opportunities,
- support landowners to develop their woodland creation schemes, guiding them through the regulatory and funding processes,
- provide administrative support to the WRF Boards and Working Groups,
- convene regular meetings of the WRF Boards and Working Groups.

The Contracts' Manager will work as a member of the WRF Core Team and be employed on a fixed term contract until March 2025 by the Community Forest Trust. The charity supports England's Community Forests and will employ the postholder on behalf of the White Rose Forest (WRF). Team members are not office based, they work remotely, mainly from home attending team meetings monthly in locations spread across North and West Yorkshire. The postholder will be expected to attend these meetings.

### **Main duties**

At the direction of the Programme Director, the WRF Grants' manager will be responsible for the following duties: -

#### **Financial Management**

- Financial management of a complex multi-million-pound grant funded programme of capital investment.
- Ensuring appropriate and robust financial procedures, controls and accounting structures are in place to provide an accurate and up to date record of capital and revenue financial transactions and balances, e.g. performing payment reconciliations, managing purchase orders and invoice processing, using Kirklees Council Finance systems.
- Analysis of performance against budget and in-year forecast figures
- Undertake financial planning for the WRF programme, working with the Programme Director
- Setting up, reviewing, and reporting on budget expenditure to Kirklees Finance team
- Provide regular financial summaries and reports as required by the Programme Director, funders and Programme Boards
- Collate evidence of capital and revenue programme expenditure to facilitate grant claims to WRF funders.

#### **Grant Administration**

- Management of complex, long term, grant agreements with multiple landowners
- Draft, issue, and monitoring of a range of funding agreements between Kirklees Council and WRF grant recipient organisations /landowners, working alongside the legal team.
- Review and processing of grant claims from landowners
- Accurate interpretation of funding agreements with WRF funders (e.g., Defra, Forestry Commission, Natural England etc.) to ensure programme delivery compliance with their terms and conditions.



## **Programme Management**

- Strategic support to the Programme Director, of the programme governance arrangements
- Development of ad-hoc bespoke grant schemes to support innovation within the wider programme.
- Lead the development of new funding opportunities/bids to support the WRF partnership, working closely with WRF partner organisations (e.g., local authorities, NGO's, private landowners, national parks etc).
- Support the collection and analysis of monitoring data from across the programme, producing summary reports and presentations to colleagues, funders, and key decision makers.
- Lead the procurement of specialist support services e.g., ecology consultants and forestry contractors, as and when the programme requires external support. Ensure value for money principles are followed, adhering to the Council's procurement regulations.
- Keep the WRF Delivery Pathway Manual to keep this up to date.
- Coach and support other members of the team and other services to deliver agreed outputs and objectives to a consistently high standard.

## **The Successful Applicant**

### **Essential Skills and Experience**

- A degree level, relevant qualification, i.e. ACCA, MBA (or relevant experience)
- Previous experience working within a similar financial role with strong experience of grant management
- Proven experience of financial management of large capital and revenue budgets
- Strong and demonstratable financial acumen
- Sound and organised administration skills
- High level analytical skills with strong attention to detail
- Excellent communication and presentation skills
- Proven experience of engaging partners and building strong relationships to unlock opportunities and deliver mutually beneficial outcomes.
- Self-motivating, equally able to work alone and well as part of a team.
- Effective teamwork skills
- A high level of personal effectiveness, particularly coordination, organisational and the ability to manage a range of tasks within competing deadlines.
- Highly computer literate, with strong spreadsheet skills.
- Ability to adapt and be flexibility in the role.
- Ability to travel throughout West and North Yorkshire as required.

### **Desirable Skills and Experience**

- Knowledge of Local Authority financial management processes and procedures
- An interest in natural environmental projects



### **What's On Offer**

- Flexible working arrangement, e.g., flexitime, compressed hours (part-time hours also considered).
- Remote /Home working.
- Travel expenses met.
- 33 holiday entitlement (including bank holidays)
- Contributory pension scheme.
- Career and development training opportunities.
- Strong potential for an extended employment contract beyond 2025 (fund decision pending)