



## **JOB DESCRIPTION**

Job Title:	White Rose Forest Plan Project Manager
Location:	c/o Community Forest Trust Office, 6 Kansas, Avenue, Salford, M50 2GL (Remote Working) Working at various locations across West and North Yorkshire
Contract type:	Fixed term contract until March 2025 (with likelihood of extension)
Salary:	c£38,500- 40,000 pro rata depending on experience
Hours:	Full time, 36 hours per week (Part time option available)
Reports to:	White Rose Forest Director
Responsible for:	Managing the development and production of the White Rose Forest Plan 2025-2050

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## **Overview**

The White Rose Forest is England's largest Community Forest partnership and covers North and West Yorkshire, we aim to increase the level of tree and woodland cover to "help make Yorkshire the greenest place in England".

The White Rose Forest is required to refresh its Forest Plan by March 2025 as part of its obligations for receiving Government funding for woodland creation. The White Rose Forest Plan will set out the ambitions and priorities for integrating the growing forest and the wider community into the future economic, social and environmental wellbeing of North and West Yorkshire from 2025 to 2050.

The White Rose Forest Plan Project Manager will be responsible for researching, developing, and publishing the new Plan, under the guidance of the White Rose Forest Programme Director and with input from the wider White Rose Forest team, partners and other stakeholders. It will involve working alongside England's other Community Forests, who are also refreshing their Plans, to ensure that they work together as a family of Plans and to avoid duplication of effort where possible.

The Project Manager will become a member of the White Rose Forest core team who all work remotely and flexibly from their home locations but meet up monthly in North or West Yorkshire. The role will be employed through the Community Forest Trust on behalf of the White Rose Forest.



## **Main duties of the White Rose Forest Plan Project Manager**

Under the direction of the Director, the project manager will be responsible for the following duties:-

1. Engaging with White Rose Forest stakeholders to understand their respective drivers and long-term ambitions for the White Rose Forest.
2. To understand the policy drivers and strategic planning and investment drivers for North and West Yorkshire, in relation to the White Rose Forest, and engaging with relevant stakeholders.
3. To engage with relevant national stakeholders in order to understand national policy and investment priorities relating to trees and woodlands with a view to integrating them into the White Rose Forest Plan post 2025.
4. To lead on the collection, collation, and analysis of consultation data from across the White Rose Forest partnership that will feed into the final Plan, producing summary reports and presentations for colleagues and key decision makers as required.
5. Researching, writing and producing a final designed White Rose Forest Plan 2025-50, with input from the White Rose Forest core team and in line with all agreed deadlines.
6. Undertake informal and formal training as agreed; and
7. Travel throughout West and North Yorkshire as required.

### *Person Specification*

#### **Essential Skills and Experience**

- **Previous Experience of working on Strategic Plan development**  
Demonstratable and relevant project management experience.  
Broad understanding of strategic policy context with proven ability to find hooks and link in relevant strategies and plans.
- **Diplomacy** - working with White Rose Forest Partners at a senior level, as well as with major landowners and local community groups, will require a high level of interpersonal skills and the ability to understand the operational needs and corporate drivers for a range of regional and national organisations. The postholder will represent the White Rose Forest and must establish and maintain long-term productive working relationships.
- **High level analytical skills** with attention to detail – the postholder will be required to provide up to date information on the current state of region and local authority planning and investment policy across North and West Yorkshire. The ability to



analyse planning and policy information, read complex reports and scientific papers, and be able to identify key points and summarise them to a non-technical audience.

- **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.
- **Excellent organiser** with strong attention to detail, and the ability to plan work schedules and work to deadlines.
- **Experience of working in partnership** with other organisations to unlock opportunities and deliver mutually beneficial outcomes.
- **Strong project coordination, management, and development skills**, with the ability to multi-task, problem solve and monitor/report on the delivery of projects.
- **A confident communicator**, with the ability to engage effectively and listen to a wide variety of project partners and oversee consultation events as required.
- **Work on own initiative** but also enjoys working as part of a team.
- **Cope with flexibility and change** in line with funder priorities and the changing policy landscape.
- **Strong administrative skills** and a high level of IT literacy.
- **Qualified** to a minimum to Degree level ideally in a relevant field
- **Ability to travel** independently to different locations within North and West Yorkshire as required.

### **Desirable skills and experiences**

- Ability to understand and work with specialists across a range of fields including Mapping and Geographical Information Systems, website, and communication
- Qualified to Masters degree level, preferably in a relevant field
- Understanding of and ability to interpret Local Plans
- Demonstrate creativity in working with designers to ensure the highest level of visual production for digital and printed publications.
- A passion for trees and woodlands with an understanding of the multiple benefits they bring.