

**BACKGROUND**

**BUXTON CIVIC ASSOCIATION (BCA)**

BCA is a registered charity established in 1967 to conserve the human and natural environment of Buxton.

Buxton is in the heart of the Peak District.

**BCA WOODS**

Over time BCA have acquired nine woodlands (77 ha) surrounding the town including the 40.60 ha Grin Low wood. This SSSI with high quality limestone flora (in the glades) and industrial archaeology was designated Buxton Country Park in 1970 and has been managed as such since then. All of the woods are covered by County level Tree Preservation Orders. The upkeep of these mature woodlands remains one of our main tasks.

All the woods are managed for wildlife conservation, recreation and landscape and are all permanently open to the public. BCA also own and manage Poole's Cavern show cave visitor and educational attraction and host Buxton's Go Ape high wire adventure course at Buxton Country Park.

Since 2020 BCA have been running our woodland project called Stronger Roots – Regeneration and Healing in Buxton's Community Woods. This is a £350,000 project that currently has funding until the end of 2023.

All the woods are within 2 miles of Poole's Cavern.

There is a possibility that BCA may acquire or become responsible for additional areas of semi-natural habitat in the future. If this happens then the management of these will also be the responsibility of the Woodland Manager.

**ROLE**

To be responsible for the management and management planning of all the woods in the ownership of BCA; to act as a rangers presence in the woods; in the longer term beyond the BCA Stronger Roots project, to oversee the educational and community use of the woods.

**RESPONSIBILITIES**

**1. Management Planning**

- Review and update the management plans for each wood (and other potential seminatural habitat landholdings), liaising with the Woodland Management Team and BCA Woodland Group.
- Liaise and arranging all necessary permissions with:
  - Natural England re SSSI permissions
  - County and Borough Council woodland officers re TPO consents
  - Forestry commission re Felling Licence consents.
  - The Planning Authorities re any works that might require planning permission.
- Liaise with the Statutory Undertakers in relation to any proposed works on BCA landholdings other than Poole's Cavern.

- Arrange and oversee any survey work that may be needed for management planning purposes

**2. Work Planning and Budgeting**

- Produce annual plan / schedule and budget requirement for proposed woodland works
- Maintain monthly work plans
- Produce monthly reports
- Maintain records and report on the budget for all woodland works

**3. Be part of the BCA Senior Management Team**

- Attend and contribute to all SMT meetings – providing insights into the use, requirements and management of BCA woods and other potential landholdings.

**4. Attend and Service the BCA Woodlands Committee and Woodland Management Team**

- Produce a written report of upcoming work plans and recent undertakings for each meeting
- Produce and circulate agenda before the meeting in conjunction with the chair and then produce and circulate minutes of meeting.

**5. Line management responsibilities**

- Line manage the post of Woodland Assistant (a 3 day per week short term post currently funded up until 31<sup>st</sup> March 2023).
- Supervise the work of the Estates Assistant that falls within your remit (line management responsibility for this post falls onto the Assistant Manager /CEO).
- To identify training needs and source training for these staff.

**6. Survey and Monitoring**

- Assess ecological and woodland survey needs, identify how surveys should best be carried out (e.g. in house, using volunteers or contractors).
- Assess and make recommendation re. the best ways of monitoring recreational use of the woods.
- Recruit, brief, manage and support contractors or volunteers for survey work
- Carry out simple monitoring tasks, e.g. fixed-point photos
- Write up and disseminate the results of survey and monitoring work
- Carry out or arrange necessary survey work on any potential new BCA landholdings

**7. Woodland Management**

- Implement the management plans and undertake or supervise any other practical management work required in the woods (and other potential BCA sites).
- Produce written risk assessments for all practical works.
- Set up and oversee three yearly professional tree safety surveys of all woods.
- Organise any remedial action in light of above
- Maintain tree safety records for all woods (for insurance purposes)

- Carry out visual surveys of all boundary trees and those overhanging main paths at regular intervals between professional tree safety surveys
- Survey all woods following storms to assess damage and address any resulting potential health and safety issues
- Liaise with Go Ape on land management and tree safety issues around their course
- Be responsible for obtaining all necessary TPO permissions and felling licenses
- Fell and clear smaller dangerous/fallen trees/branches
- Arrange for tree surgeons to fell, pollard and clear larger dangerous trees/branches (unless the Woodland Manager is qualified to carry out such work themselves)
- Plan and implement ongoing programme of group felling works.
- Plan and oversee/implement new habitat creation e.g. glade creation, ride creation, ecotone creation, pond creation, ground flora re-establishment or tree and shrub planting.
- Monitor natural regeneration in glades, rides and group fellings
- Maintain new regeneration and new planting if required
- Plan and implement replanting if required

**8. SSSI Glade Management**

- Liaise with Natural England re. SSSI permissions.
- Plan and implement annual grass cut and removal
- Fell/clear encroaching trees

**9. BCA tree nursery**

- Responsibility for the management of the Stronger Roots tree nursery including collection and growing of locally native seeds and cuttings. Overall responsibility for this project will fall onto the Woodlands Manager circa 2024.

**10. Creation and Maintenance of Woodland Infrastructure, Paths, Steps, Bridges**

- Set up and maintain inventory of these features in all the woods
- Carry out regular checks of the condition of all main paths, tracks, steps and bridges and ensure they are safe to use.
- Maintain and clear all main path drainage features
- Carry out minor path, step and bridge repair work (e.g. re-surfacing, edging etc.)
- Plan and oversee any major path repair / upgrading work
- Maintain all benches, repairing and replacing them as needed and installing new ones when required

**11. Maintenance of Boundaries, Walls, Gates and Stiles**

- Set up and maintain inventory of these features
- Regularly survey the condition of all gates and stiles
- Carry out any small scale necessary repair or replacement of these features
- Oversee contractors in larger scale maintenance or repair work on these features

**12. Signage**

- Set up and maintain inventory of all signs in the woods

- Install new signage (small scale)
- Maintain signage (i.e. check, clean and repair regularly) including changing the seasonal interpretation panels every quarter
- Plan and supervise production of new signage and interpretation as needed
- Supervise major installation of new signage by contractors

**13. General Wardening**

- Patrolling woods – be a BCA presence, talking to and helping users
- Litter picking – including using vehicle to remove litter from site
- Responding to incidents e.g. camping, vandalism, fires, tipping, infringement of BCA property by neighbours
- Respond to accidents in wood – providing first aid, transport etc. Providing emergency first aid to any user of the woods needing it and maintaining records of any such incidents
- Reporting to Woodland Committee on any issues seen in woods
- Liaising with recreational user groups over use of woods for events – giving permissions, supervising events etc
- Develop and maintain good working relationships with neighbours
- Address issues raised by neighbours re. overhanging trees etc

**14. Educational / Community Use of Woods**

- Devise and lead an annual programme of interpretative events in the woods
- Lead guided walks / events as required
- Give talks about the woods to local groups
- Liaise with local schools to encourage educational use of the woods
- Liaise with Forest Schools about the educational use of the woods
- Liaise with community arts groups re. organising events in our woods
- Supervise all the above

*NB many of the tasks listed above will be assigned to the Woodlands Manager once the Stronger Roots Project ceases.*

**15. Management and supervision of the BCA Conservation Volunteers Group tasks in the Woods**

- Organise and manage the BCA Conservation Volunteers Group
- Plan a regular programme of conservation volunteer tasks in the woods
- Lead and supervise these volunteer tasks (including explaining the rationale behind each task).
- Carry out risk assessments prior to each task
- Train or arrange for volunteers to receive appropriate training in necessary skills for these tasks
- Select suitable volunteers to be trained as task leaders to enable us to work with larger groups.
- Help recruit new volunteers for this work

**16. Overseeing Contractors**

- Draw up briefs and contracts for woodland related works
- Interview and appoint contractors as necessary
- Oversee and supervise the work of contractors in the woods

**17. Vehicle and Machinery Maintenance**

- Maintain all woodland management tools (including power tools) and arrange for their servicing when necessary
- Maintain all necessary safety clothing and equipment
- Ensure 4x4 vehicle is regularly maintained and serviced
- Ensure that the BCA tractor and trailer is regularly maintained and serviced.

**18. Grant applications**

- Identifying on an ongoing basis potential grants for BCA to apply for relating to habitat, site management, recreation management, well being and interpretation works.
- Writing or assisting in writing these grant applications.

**19. Occasional provision of management advice to other woodland owners in Buxton**

- BCA is concerned to ensure the conservation and enhancement of all the woodlands in and immediately around Buxton. We are prepared to offer advice to other landowners if it will help achieve this goal.

**20. General**

- Act in the best interest of the Company at all times
- Follow and adhere to all policies and procedures set out by the company, including Health and Safety, Safeguarding of children and adults at risk, Data Protection and Equality, Diversity and Inclusion.

This is not intended to be an exhaustive or definitive list; you may be required at times to carry out various other duties within your capabilities

**LIAISON AND REPORTING**

- **BCA CEO** - day to day
- **BCA Woodlands Management Team and BCA Corporate Affairs Group**- Policy and work programming
- **Community Engagement Officer** for collaboration on woodland events and activities

**SAFEGUARDING STATEMENT**

Buxton Civic Association are committed to safeguarding children and adults at risk. All staff are expected to follow our safeguarding policy and procedures at all times. You will also be asked to undertake a DBS check if one is required for your role.

**LOCATION**

This post will be provided with a shared office and workshop space based at Poole's Cavern Visitor Centre adjacent to Grinlow wood (Buxton Country Park).

### **SALARY**

£27,000 – £33,000 p.a. salary will depend on experience of appointee.

### **PENSION PROVISION**

Statutory Workplace pension scheme enrolment

### **LEAVE ENTITLEMENT**

28 days including bank holidays.

### **HOURS**

37.5 hours per week. Such hours will be worked five days a week, Monday to Friday.

However, due to the nature of work a degree of flexibility will be required.

Evening and weekend work will be required (e.g. attending evening Woodland Group meetings and organising community events at weekends).

The Woodland Manager will be required to be on call to provide advice for emergencies in the woods at weekends and out of hours. In the event of annual leave, you will be responsible for arranging appropriate on-call cover.

Time off in lieu will be allowed for these out of hours tasks.

### **EQUIPMENT**

The post holder will have use of a 4 x 4 vehicle owned by BCA for necessary work tasks. The vehicle will be shared with other members of staff and will be based at Poole's Cavern Visitor Centre. They will also have the use of the BCA tractor and trailer.

All other necessary tools (including power tools) and safety equipment will be provided by BCA. They will be kept in the BCA workshop / store (currently at Poole's Cavern Visitor Centre).

### **TRAINING**

BCA prides itself on being a learning organisation and we see developing and investing in staff skills as a key part of this. Training will be provided, either in-house or external, as needed and at the discretion of the CEO.

## PERSON SPECIFICATION

### ESSENTIAL QUALITIES, KNOWLEDGE, SKILLS AND EXPERIENCE

#### Habitat management and management planning

- Understanding and practical experience of woodland and grassland management.
- Understanding and practical experience of site management for recreation/ amenity.
- Experience of drawing up site management plans (especially for woodlands and grasslands).
- Experience of drawing up annual and monthly work plans and budgets.
- Experience of liaison about habitat management with statutory bodies (eg Natural England, Forestry Commission, Local Authorities) including a working knowledge of SSSI, TPO and Felling Licence regulations.

#### Ecological understanding

- A degree or technical qualification in environmental science, ecology, habitat management or equivalent.
- Good working knowledge and understanding of woodland and grassland ecology and management for nature conservation.
- Ability to identify common woodland and limestone grassland plant and bird species.
- Ability to understand and interpret ecological survey data.

#### People / Rangering skills

- Good diplomacy skills, based on experience of working with wide range of different types of people. The Woodland Manager will need to represent BCA in a range of potentially delicate scenarios (e.g. working with neighbours, people misusing our woods etc.).
- Ability to supervise others.
- Ability to work in a team when necessary.
- Experience of working with and supervising volunteers.
- Experience of working with the public in the field, especially helping them with: orientation, access, education, interpretation, policing behaviour, first aid, event management.
- Experience of following safeguarding policies and procedures.

#### Practical skills

- Current clean driving license.
- Certificated training and experience in operating and maintaining, chainsaws, brush cutters and winches.
- Personal practical experience of as many of the following tasks as possible (including experience of supervising others carrying them out):
  - Tree management skills-
    - tree felling and extraction
    - basic tree surgery techniques
    - coppicing, pollarding

- tree planting
- Groundwork skills-
  - path building, step building.
  - gate and stile installation.
  - basic drystone walling techniques
  - fencing
  - basic carpentry / woodworking skills
- Experience of briefing, selecting and overseeing contractors
- Experience of practical task planning and risk assessment.
- Emergency outdoor first aid.

### **DESIRABLE QUALITIES, SKILLS AND EXPERIENCE**

#### **Habitat management and management planning**

- Experience of writing grant applications.

#### **Ecological understanding**

- Experience of habitat survey and monitoring work
- Ability to understand and interpret the National Vegetation Classification / NVC (now published as British Plant Communities).

#### **People / Rangering skills**

Experience of:

- Supervision of conservation volunteers
- Public education and community work especially:
  - Facilitating and encouraging educational use of sites
  - Organising on site interpretation
  - Event planning and management
  - Leading guided walks and events
  - Giving public talks
  - Use of the arts in site interpretation
- Management of Country Parks

#### **Practical skills**

- Basic maintenance of off road vehicles.
- Knowledge and experience of tree safety inspection or experience of working with / supervising others carrying out this work.
- Off road driving experience.

#### **Other skills / experience**

- Experience of working to and of servicing committees.
- The ability to write concise and effective reports etc.



**REFEREES**

Please supply the names and contact details (phone numbers and e-mail addresses) of two referees. At least one of your referees should be your existing employer or if you are not currently employed, a recent previous employer. You should indicate how long each referee has known you.

We will take up references prior to appointing. Please indicate clearly if you do not want us to contact your referees until after the interviews.