



Woodlands & Countryside Manager

Recruitment Pack



Buxton Civic Association
buxtoncivicasociation.org.uk

About us

Who we are

Buxton Civic Association (BCA) is a registered charity dedicated to preserving and enhancing the rich architectural, historical, and natural heritage of Buxton. As stewards of the town's legacy, BCA owns and manages over 160 acres of mature woodlands including Grin Low Wood (Buxton Country Park). These provide treasured green spaces for education, recreation, and community wellbeing. We are passionate advocates for conservation and sustainability, campaigning and educating, collaborating with many partners to ensure Buxton's unique character and its built and natural environment are celebrated and protected for future generations.

Uniquely, for a Civic Trust, BCA owns and operates Poole's Cavern, a two-million-year-old natural wonder and Buxton's most popular paid visitor attraction. With over 50,000 visitors each year, the cavern and its surrounding country park offer an immersive experience that connects people with nature, geology, and history.

BCA are ambitious and continually evolving, committed to enhancing our visitor journey through innovative storytelling, improved facilities, and the development of new, enriching experiences.

Revenues from Poole's Cavern and Buxton Country Park directly support our conservation work, enabling us to safeguard Buxton's heritage while offering memorable, high-quality engagement for all who visit.

Purpose

To conserve and enhance the historical and environmental heritage of Buxton and the surrounding area for the benefit of Buxton's residents and visitors.

The Role

This role has been created through organisational restructuring to support BCA's ambitions for the future, including expanding our portfolio through the potential acquisition of additional Buxton landscapes for conservation and community engagement.



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About us

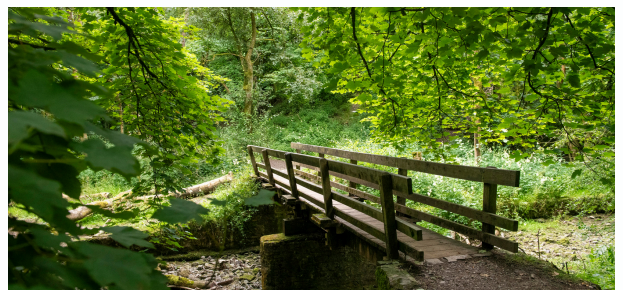
Our Mission

We celebrate the natural and human heritage of Buxton including its outstanding buildings and wildlife. We conserve and enhance this heritage and advocate for its importance in making Buxton a special place to live or to visit.

- We own and manage important heritage sites for conservation and public benefit including Poole's Cavern and Buxton Country Park (Grin Low Woods, Site of Special Scientific Interest with its important wildflower grasslands and archaeological sites) and nine other woodlands that encircle the town.
- We create opportunities for recreation, research, learning, contact with nature, well-being, exercise and social interactions that are vital to our local communities.
- We manage Poole's Cavern as the leading visitor attraction in Buxton and the British Cave Research Centre.
- We vet and comment on all important planning applications and strategic plans in the town, seeking to improve development work wherever possible.

- We seek to educate others about the importance of Buxton's heritage.
- We work with other community and civic groups to influence the local councils on environmental and heritage issues.
- We encourage landowners to care for our heritage and tidy up and improve eyesores in the town.
- We support the arts in celebrating the special environment of Buxton.
- We are campaigners and influencers, speaking out on our areas of expertise and interest.

We are a registered charity (*charity number 258163*) and membership organisation. We offer members and volunteers opportunities to support our mission.



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Governance and Leadership

Buxton Civic Association is governed by a committed board of volunteer trustees who generously contribute their time, expertise, and passion. While much of their work takes place behind the scenes, their role is central to the strategic direction and success of the organisation. With a shared vision for protecting and enhancing Buxton's built and natural environment, the trustees provide invaluable guidance and oversight, driven by a deep commitment to making the town a better place to live, work, and visit.

In early 2023, the board appointed BCA's first Chief Executive Officer, Dave Green. Dave brought with him a wealth of experience from the heritage and conservation sectors, having previously served as CEO of the Florence Nightingale Museum Trust, and held leadership roles with the National Trust, Wildfowl & Wetlands Trust, and various local authorities.

Passionate about making heritage inclusive and accessible, Dave is equally focused on ensuring its economic and social value to the local community. Since his appointment, he has played a transformative role—securing significant funding, driving organisational change, and laying strong foundations for BCA's future growth, resilience, and impact.

I volunteer for BCA because I care about Buxton and it's where I have raised my family for over 35 years. I like supporting a local charity that allows free access to its green spaces and magnificent woodland estate for everyone to enjoy. I'm also proud that BCA is an important employer in the area where everyone involved works hard to create a healthy and inclusive workplace in a beautiful vibrant community.

Mike Wilde



Recent and future developments

At the beginning of 2024, Buxton Civic Association was awarded £249,990 from The National Lottery Heritage Fund's Resilience and Recovery programme. Successfully completed in April 2026, the project strengthened BCA's core activities, enhancing visitor experiences, developing volunteering and membership, improving marketing and digital engagement, and supporting governance and retail operations. The funding also enabled investment in dedicated staff to support these improvements and build organisational resilience. Building on this success, BCA has submitted a new application to The National Lottery Heritage Fund seeking support for future development work. This aims to create long-term commercial opportunities, strengthen BCA's financial sustainability, and support preparations for our Diamond Anniversary celebrations in 2027, ensuring a strong foundation for the charity's future.



Other exciting developments include:

- Approximately 900 small trees and hedges planted with volunteers in the past year.
- Woodland volunteer participation increased to approximately bi weekly 20–30 volunteer group.
- Refurbishment of the steps to glade 10.
- Sherbrook Bridge rebuilt with funding from the Peak and Northern Footpaths Society.
- Woodland management undertaken to address larch disease, invasive species such as rhododendron and Japanese knotweed.
- Launch of the Poole's Cavern audio tour with accompanying app. The app also includes our woodlands.
- Launch of Thomas's Trail, a new woodland trail featuring animals of Buxton, past and present.
- Catering Concession now operated by Blueberry.
- Further develop strong partnerships with Forestry Commission, Natural England, Derbyshire County Council and other regulatory bodies.
- Pursuing ambitious visitor experience innovations and commercial ventures,
- We are continually looking to expand our portfolio with assets that preserve, enhance, and celebrate Buxton's unique heritage and environment.
- We are planning the demolition and redevelopment of our current visitor centre. This ambitious project will significantly improve the visitor experience and strengthen our long-term commercial sustainability.

Buxton

Buxton, a charming spa town nestled in the heart of the Peak District in Derbyshire, has long been celebrated for its stunning natural beauty and rich history. Known for its Georgian and Victorian architecture, including the iconic Crescent and the Buxton Opera House, the town offers a unique blend of cultural heritage and picturesque landscapes. Its thermal springs, once a major draw for visitors seeking health and relaxation, continue to be a focal point of the town's identity. Buxton's proximity to the Peak District National Park makes it a popular destination for outdoor enthusiasts, with numerous hiking trails and scenic spots to explore.

In 2024, Buxton was named one of the best places to live in the UK by the Sunday Times Best Places to Live guide, which praised it as a "cultural powerhouse." This recognition highlighted the town's vibrant arts scene, including its renowned festivals, galleries, and theatres that contribute to a lively community spirit. The guide also emphasised Buxton's excellent quality of life, combining the charm of a small town with the cultural amenities typically found in larger cities. With its thriving cultural scene, historical charm, and stunning natural surroundings, Buxton continues to be a sought-after location for those seeking both beauty and culture.

Buxton Civic Association is the leading environmental charity campaigning and working for the conservation and enhancement of the built and natural environments and heritage of Buxton. We are a voice for wildlife, heritage and the environment in Buxton. We responsibly manage natural and built heritage sites for the public benefit. We actively campaign, persuade, promote and educate. BCA cares about Buxton.



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Job description

Woodland & Countryside Manager

Numbers and grades of any staff managed by the post holder: The post-holder will line-manage our Woodland Ranger (1 FTE) and in time may also manage other posts on a permanent or project-funded basis. The post-holder will also be the lead for volunteers within their department, responsible for their recruitment and ongoing development.

Post holder's immediate supervisor: This position will be managed by the Chief Executive and as such be one of their deputies, taking responsibility as a senior manager for the charity.

Hours: Paid 7 hours 30 minutes per day for 5 days per week. 37.5 hours per week.

Hours of work: This post offers some flexibility with working hours. A standard day would be 9.00 – 5.00 with a paid lunchbreak of 30 minutes. Working patterns will include scheduled weekends, and occasional evenings, informed by community engagement opportunities and duty management/ emergency cover scheduling.

Place of work: Work will generally take place across Buxton Civic Association's c200 acre estate around Buxton, (spread across 11 sites) although from time to time you may be asked to support activities and events at other venues around Buxton and the Peak District. The role will not be eligible for regular home-working due to its hands-on nature and the need for visible leadership within BCA's Head Office, based at Poole's Cavern Visitor Centre, but this may be possible from time to time with permission of the Chief Executive.

Salary: c£40k depending upon skills and experience. A higher salary may be available for an exceptional candidate.

Terms of appointment: Permanent

1 Job purpose

Operating as a key member of our charities Senior Leadership Team, the postholder will play an important and inspirational role in creating, communicating and delivering an engaging and compelling vision for our land holdings.

You will lead and manage your team of staff and volunteers, planning their workloads, training and development, whilst ensuring colleagues, BCA members and stakeholders, including statutory bodies, feel informed and engaged with the management plans you create. You will hold budgetary responsibility and be accountable for implementation and development of

strategies, policies and procedures for our outdoor spaces, working towards mutually agreed KPI's in a timely manner.

Your deep knowledge and passion for environmental conservation, and infectious enthusiasm for habitat restoration and species monitoring, will support the development of our charity, helping inform fundraising initiatives, assisting supporter development, and co-creating commercial activities that will support our mission. Your knowledge and skills will also help inform potential future acquisitions whilst championing our charities profile and building our reputation as Buxton's leading heritage charity and a key influencer.

2 Principal duties and responsibilities

Land Management and Conservation Delivery:

- Take accountability for creation, maintenance and delivery of land management plans, outlining conservation needs, required resources and engagement opportunities; taking the lead role for authorship, effective consultation and implementation, whilst working with stakeholders including BCA colleagues and statutory bodies to create a compelling vision and proposition.
- Work alongside your team of staff and volunteers to support day to day maintenance and conservation tasks to high standards.
- Where appropriate procure contractor support with due diligence, carefully assessing needs and costs, and completing required documentation.
- Secure relevant permissions and licenses, recognising the SSSI status of elements of the BCA estate, making pragmatic decisions and interpreting legislation.
- Be responsible for maintaining equipment and vehicles and associated documentation including risk assessments, maintenance records, and insurance documents.
- Work with the CEO, Board of Trustees, and Advisory Panel to identify future potential acquisitions to strategically support BCA's mission and strategic objectives.
- Be a strong voice in the development of BCA's strategy and KPI's, being a strong voice for nature and environmental matters across the town we support.

People Management and Teamwork:

- Line-manage your team with optimum efficiency, supporting staff and volunteer development and shared learning, working to agreed deadlines, driving progress.
- Lead on recruitment of staff and volunteers to your team, being accountable for following BCA guidelines, policies and procedures.
- Act as an advocate for your team, raising concerns where required and providing solutions to problems. Play a full, active and creative part in management meetings.
- Support the CEO to convey the charities Strategy and Values, recognising your position as a role-model and influencer helping to create a positive culture.
- Pro-actively develop relationships across the BCA team and the local community, (including local agencies), recognising BCA's power as a respected influencer on environmental matters and desire and need to be more impactful.
- Identify and support opportunities to celebrate the achievements of the charity and

your team.

- Help provide site cover as part of a duty-management rota, and be available for emergency call outs, noting increased risks determined by weather and the need for flexibility at such times.

Supporter Development, Fundraising and Commercial Development:

- Act as the key first-contact on land matters involving the charity, responding to queries in a timely fashion with professionalism, where necessary escalating matters, but providing insight and advice.
- Assist with the creation of interpretation and activities within outdoor spaces, working closely with colleagues to ensure quality, brand style and factual integrity is maintained.
- Support the engagement of members and volunteers, devising opportunities for interaction, attending events such as the AGM or members evenings, being pro-active in answering questions and providing presentations as required.
- Assist the CEO and Fundraising Manager with applications to grant giving bodies and foundations, or in securing other donors (e.g. legacies) as required, maintaining a costed list of possible projects and tasks in need of financial support. Work to maintain established relationships and identify new leads.
- Lead on applications to government bodies which provide support for conservation and land management, drawing upon experience, including the Forestry Commission, Natural England and The Environment Agency e.g. Countryside Stewardship.
- Use your judgement to recommend opportunities for collaborative working and partnerships.

Commercial Income Generation:

- Identification, development, evaluation and maximisation of income generation opportunities sympathetic to BCA's values and mission, using your expertise to help create business cases and ideas.
- Pro-actively support BCA's events programme and on and off site talks programme.
- Act as day-to-day contact for BCA's commercial tenants, including Go Ape and agricultural tenancies, and assist in negotiating new agreements.

Generic:

- Take personal responsibility and a pro-active approach for your own career, skills and knowledge development, with an ability to respond to and embrace learning.
- Support the front of house operation at Poole's Cavern during 'pinch points' of high activity.
- The role will be required to assist in the event of emergency evacuations and salvage, including visitors, colleagues and our heritage collections
- Any other duties considered to be appropriate to the grade of pay.

Person specification

Woodland and Countryside Manager

Areas of responsibility/ requirements	Requirements	Measurement				
		P	A	T	I	D
Qualifications & Knowledge	<i>Essential:</i>					
	• Relevant degree in Landscape/Environmental Conservation, Ecology and/or significant and demonstrable knowledge evidenced by relevant career path and evidenced achievements against KPI's working for a recognised conservation body.		X		X	X
	• Health and safety qualifications relating to outdoor working and associated equipment (E.G Chainsaws, Brush Cutter, Tree Safety, Working at Height, Pest Control)		X		X	X
	• Knowledge of common tree diseases and management responses			X	X	
	• Outdoor First Aid Certificate (Or willingness to train for this.)		X			X
	• Full Driving License, with 3 endorsements points or less.		X			
	• Knowledge of best-practice in Safeguarding			X	X	
	<i>Desirable:</i>					
	• Relevant short courses supporting your knowledge and suitability for the role, with training relating to woodlands and grasslands and associated wildlife habitats and monitoring.		X			
	• Knowledge of wildlife species particular to Derbyshire and BCA's locality			X		
	• Awareness of current theories of climate change relating to nature conservation					
	• Off-road driving qualification		X			X
	• Vehicle maintenance knowledge					
	• Knowledge and/or qualifications in nature education, forest schools and/or outdoor-wellbeing activities.		X			
	• Sound knowledge of HR procedures and					

[illegible]

	<ul style="list-style-type: none"> • Effective and inspirational line management of staff and volunteers, including leading training and development opportunities. • Working within a customer/member focused environment, recognising the need to be an ambassador and to be a spokesperson on subject specific content. • Liaison with statutory bodies and key stakeholder groups, securing consensus and consents via persuasive dialogue and advocacy, including written and verbal representation with detailed high-quality responses and a pro-active approach to influencing strategic thinking and campaigns. • Creation of successful engagement plans with activities for varied and diverse audiences within countryside settings. • Working with IT systems, including MS Office and digital mapping/GIS. • Working with a high degree of independence within a framework, producing strong results against KPI's and objectives with limited management guidance. • Sound judgement of when to escalate matters to a higher level. • Managing budgets and developing robust data-driven business cases. • Obtaining significant and evidenced grant funding to support landscape management and biodiversity-based projects. • Risk Management – Maintaining registers and conducting assessments to high standards. • Experience of procurement and tendering to achieve best-value, with associated contract management recognising the need for high standards in delivery and site control. • Experience of handling HR matters, including understanding contracts and policies. 		X	X		
			X		X	
			X		X	
			X		X	
					X	
				X		
				X	X	
			X		X	
					X	
					X	
	<i>Desirable:</i>					
	<ul style="list-style-type: none"> • Significant involvement with capital project management and delivery from conception to evaluation • Positive relationships with external funders and partner organisations. • Experience of commercial woodland management practices, recognizing 		X		X	
			X			

	techniques and requirements.				X	
Personal Attributes	<p><i>Essential:</i></p> <ul style="list-style-type: none"> • Demonstrable and infectious passion for wildlife conservation, habitat creation and biodiversity monitoring. • Commitment to engaging the public with conservation and biodiversity. • Willing and able to take personal responsibility for continual professional development, learning a variety of new tasks quickly with enthusiasm, whilst maintaining skills and knowledge relevant to your role. • Flexibility to multi-task and undertake a variety of duties, working under pressure to deadlines, meeting agreed targets. • The ability to be a professional and confident representative of BCA, bringing gravitas and knowledge to local debates • Ability to work outside in all weathers, and cope physically working across challenging terrain, including lifting and carrying. • Ability to work as part of a team, including some weekends and occasional evenings and be part of a call-out register. • A genuine commitment to providing equal access of opportunities for all and embracing diverse audiences. <p><i>Desirable:</i></p> <ul style="list-style-type: none"> • Respected within the field of nature conservation, with a mutually respectful network of contacts on a regional/national level 		X		X	
			X			
			X			
				X		
					X	
					X	
			X			
			X			
						X

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P: Pre-application	A: Application	T: Test	I: Interview	D: Documentary evidence
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Prepared by/author: David Green

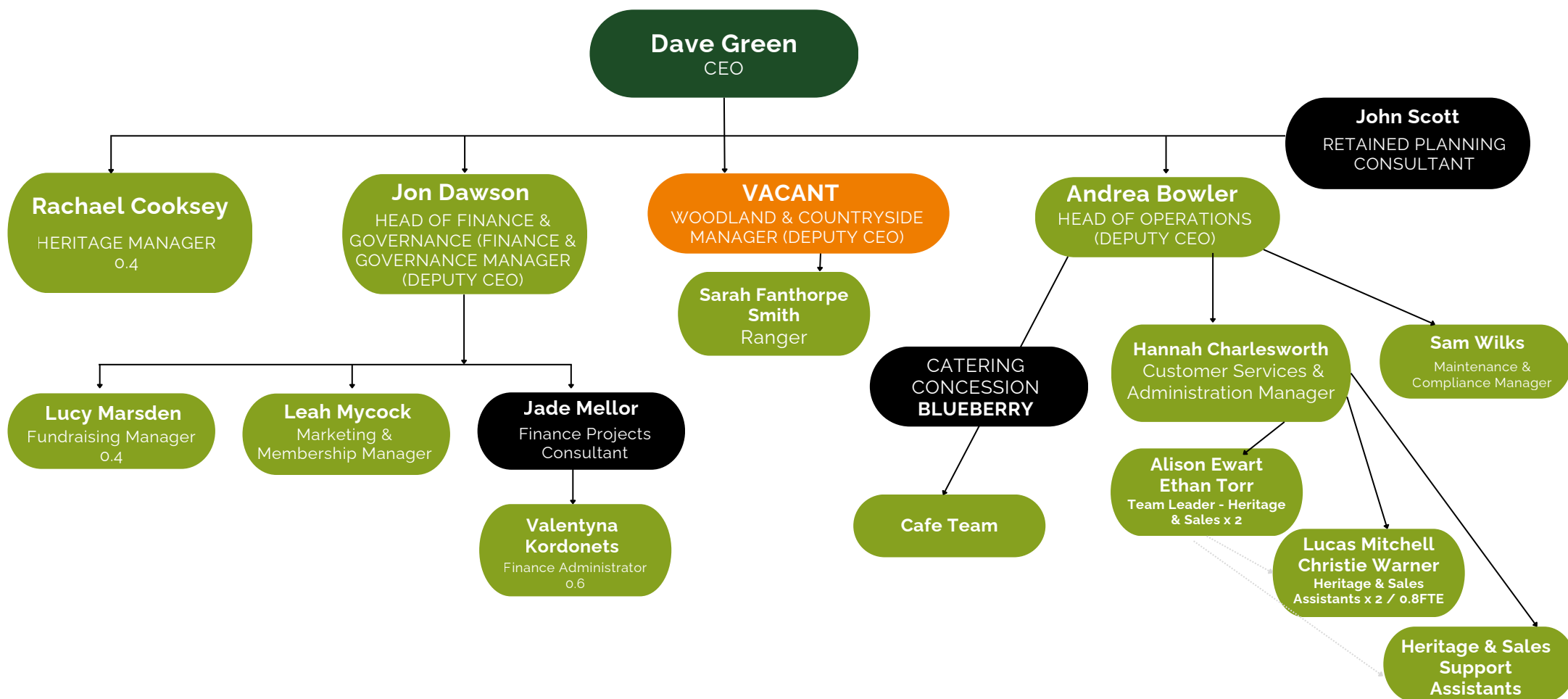
Date: September 2026

Job title: Chief Executive Officer



Organisational Staffing Structure

October 2026



What we offer



Annual leave

30 days holiday (inclusive of bank/public holidays) pro rata.



Pension

All staff are enrolled onto the BCA's 3% employer pension scheme.



Continued professional development

A range of external and internal Training and Development opportunities.



Performance related pay

We are an employer who believes in rewarding hard work and acknowledging results.



Hybrid working

This role is **site based**, home-working only realistic and available on task-specific occasions approved by Head of Operations or CEO.



Employee Assistance Programme

The Employee Assistance Programme by Health Assured offers employees a safe space to discuss any of their personal or professional challenges.



We Pledge

We are about to launch We Pledge, a Derbyshire County Council scheme within BCA that provides employees and volunteers access to a range of mental health focused resources, classes and training.



Uniform

Uniform for events and promotional activities.



Working Environment

We are lucky to be based in a beautiful location. 15 mins walk from the town centre and with Grin Low woods on our doorstep and surrounded by greenery.



Free Parking

All staff are eligible for a free parking pass for our onsite car park.



Staff Discount

We offer 15% discount to all employees in relation retail products.

How to apply and next steps

The closing date for applications is: 12 Noon Friday 6 November.

Please submit your CV and covering letter (maximum of two pages) to **recruitment@buxtoncivicasociation.org.uk**

Please tell us why you think you are the right person for this role and why you think we are the right organisation for you. Use your covering letter to let us know how you meet the essential and desirable knowledge, skills and experience we've outlined in our pack, supported by your CV.

Please also provide details of your current salary as part of your application.

BCA recognises the positive value of diversity, promoting equality and challenging discrimination. We welcome and encourage job applications from people of all backgrounds and aim to be an organisation that reflects our audiences and communities.

Interviews

Interviews will take place in person in Buxton during the two weeks after the closing date, please us know your availability in this time.

We will try to consider your availability, but this can not be guaranteed.

The interview process will include:

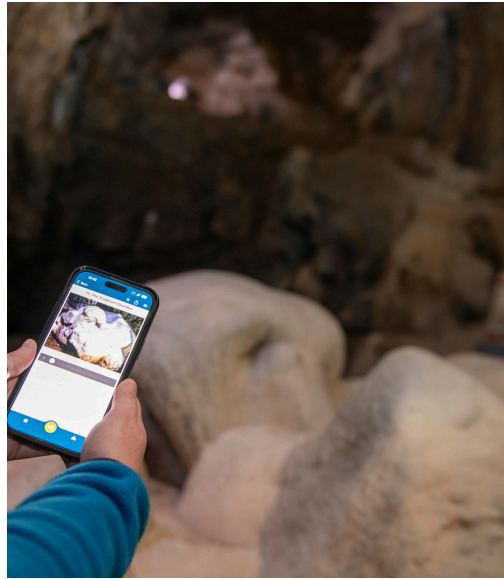
- Panel Interview
- Presentation
- Desk based exercise
- Opportunity to meet some of our woodlands and staff.

Access and Reasonable Adjustments

If you require any access support during the application and interview process, please let us know. Please contact recruitment@buxtoncivicasociation.org.uk and we will make the appropriate arrangements.



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Buxton Civic Association is a registered Charity (Reg No.258163). You can access our Charity Commission record and read our annual accounts by visiting the Charity Commission website.

