



Forest Access Coordinator – job specification

Aims and purposes of post

A Forest Access Coordinator (FAC) is required for an initial period of one year, to deliver a local engagement plan aimed at developing a range of recreational facilities to boost local tourism and footfall to the forest. The post-holder will work with local groups and volunteers to develop activities focused on making environmental improvements to the forest amenity and promoting use of this important local resource. They will be the eyes and ears of the forest and act as the interface between KCFC, tourists and the local community, and as such will develop an in depth knowledge of the forest heritage and local history.

Salary and hours of work

32 hours per week for an initial period of one year, with hopeful extension. This will involve occasional evenings, weekends and Bank Holidays. There will be a three month probationary period.

The salary will be £22,500 (pro rata).

Person specification

The ideal candidate for this role will be a 'people person' who is environmentally aware and passionate about the outdoors. They will possess excellent leadership skills, using the volunteer resource as a vehicle to implement important amenity improvements and unlocking the forest's rich natural heritage. They will be confident in engaging with people from all walks of life and able to think outside the box when it comes to developing and promoting volunteering opportunities. They will be organised and efficient, and able to work closely to pre-specified time and budgetary allowances. You will be computer literate and able to complete basic monitoring and reporting tasks.

Duties and responsibilities

The post-holder will be responsible for delivering a local engagement plan, involving key projects and activities, building on existing partnerships and identifying new opportunities. They will report directly to the development manager, their activities forming a key part of the wider forest development plan.

Key tasks include:

- Strengthening links with the local community by working with local groups; identifying new opportunities for collaboration.
- Positive outreach with KCFC members, aiming to encourage active involvement of at least 15% of membership in forest activities.
- Organising weekly Volunteer Days focused on nature and wildlife, archaeology, outdoor education, and general forest maintenance.
- Acting as 'volunteer co-ordinator' for any groups of volunteers accessing the forest; facilitating events, training days and educational activities.

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- Maintaining forest paths, including repairing signposts and ensuring access points are kept clear for public use.
- Collaborating with local schools to promote outdoor learning.
- Forming links with partner agencies, e.g. Skills Development Scotland, to identify training and skills development opportunities for volunteers.
- Raising awareness of volunteering locally and promoting opportunities in the forest; cultivating links with the Kyles Marketing Group.
- Working with the development manager to organise and facilitate events to showcase the forest and promote volunteering.
- Deliver concise project planning and monitoring; working to set project timescales, and developing a contact database of volunteers and external partners.
- Offering support and guidance to volunteers; creating a volunteer handbook and maintaining key policies and procedures. Coordinating site inductions and health & safety briefings.
- Providing fortnightly update reports to the board of directors.

The post-holder will be involved in a number of projects as part of the local engagement plan, including:

Youth skills development project: coordinating a month long youth project over the summer involving path building, geocaching, creation of a forest shelter for outdoor learning, clearing access to key archaeological sites, and training in land-based skills.

Froglife: working with volunteers to maintain three new ponds following their installation in April; habitat creation and maintenance to encourage and nurture amphibian life.

Geocaching: establishing and promoting a geocaching trail in the forest, in partnership with The Geocaching Association of Great Britain.

Wild camping: clearing a designated area in the forest for wild camping; encouraging use of this facility.

Tree nursery: assisting with the maintenance of a new tree nursery in the forest. Working with volunteers and local schools to plant and nurture saplings.

Tree seed project: working with volunteers to collect native seeds to send to a National seed bank, in partnership with Kew Gardens.

'Phase 2' forest archaeology: working with the Kyles Heritage Group to improve and maintain public access to archaeological sites within the forest.

Woodworking workshop: Assisting with the delivery of a summer training weekend, in partnership with local woodworkers.

Educational packs for schools: Creation of two educational packs on forest heritage and 'nature on our doorstep'; in collaboration with the Kyles Heritage Group and a new nature group.

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