# Job Description

# Woodland Wellbeing Project Officer

SPF NPT Funded Project – ‘Connecting People, Nature and Place through skills and training’

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| Salary | **£27,818** pro rata  |
| Contract | 2 days per week. Fixed term contract until December 2025 (funding dependant).  |
| Responsible to | Regional Coordinator |
| Responsible for | * Local area leaders, volunteers, delivery partners
* Project partner agencies Neath Port Council
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| Based at | Home based / NPT |

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| Job Purpose:*Summary:* The Project Officer will set up the links to local areas, working with referral partners from Primary and Secondary Care, third sector support agencies as well as supporting self-referrals from within local communities, targeting areas high in deprivation with higher unemployment. The Project Officer will arrange the programmes ensuring relevant permissions, health and safety and risk management procedures are in place. 1. To manage, deliver, monitor and report on this new development project
2. To coordinate the delivery of a woodland and nature based programme of activities in NPT working with project partners and creating partnerships with a wide range of providers who are keen to work with diverse communities across the local Authority geographical area.
3. To increase social prescribing to woodlands through working with the health and social care and third sector to improve the referral system, promote activities and embed outdoor provision within the system.
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| Main Functional Duties and Responsibilities:Specific responsibilitiesMain Duties and Responsibilities:* Understand, communicate and set up the project to meet outputs. Including setting up 6-week programmes, one-off volunteering events and accredited training courses. Managing engagement and participation alongside the Woodland Engagement Officer.
* Coordinate the delivery of Woodland activity programmes for diverse communities, including contracting and coordination of leaders, programme design and assisting delivery, communication with site owners over permissions, and ensuring health and safety procedures.
* Work with the Research and Evaluation coordinator to ensure the monitoring system reflects the funding requirements.
* Manage the project, communicate with wider team members and ensure delivery is aligned with outputs.
* Manage the project budget.
* Promote project through internal comms processes and celebrate positive stories online, including manage the local Facebook page.
* Help identify learning points and next steps regarding continuation of support.
* Work closely with the partner organisations for the project, ensuring engagement and referral processes are well established.
* Arrange additional support as needed to help engage the community, this could include transportation and translation.
* Engage and recruit people into such social prescribing activities and events, including sourcing and receiving referrals through support groups and partner organisations; helping and encouraging hesitant individuals to attend.
* Collect and enter confidential data from participants ensuring the monitoring systems are kept up to date.
* Coordinate, publicise and facilitate meetings and events to develop community led ideas.
* In collaboration with the Coordinator, strengthen partnerships with relevant organisations to support funding bids.
* Attend staff meetings in your region or virtually, including Small Woods Association Team Meetings in Wales and England (please note this may include a minimum of 2x 2-day meetings, with overnight stay.
* Take responsibility for own day-to-day office administration and answering queries.
* Carry out any other similar duties as can reasonably be required of the post and any other tasks that may arise to benefit the project.
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**Person specification**

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|  | **Essential** | **Desirable** |
| **Experience** | * Experience of active community involvement, whether paid or unpaid.
* Experience of organising, promoting and/or encouraging participation in community consultations, events & activities, ideally those involving wellbeing activities in the outdoors.
* Experience supporting people from diverse communities.
 | * Previous experience of working in the environment, health, or community development sectors.
* Experience engaging and supporting volunteers.
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| **Knowledge** | * Good knowledge of the local region and community.
* A proven interest in outdoor activities for health & wellbeing.
* Knowledge of social prescribing systems and processes.
 | * Knowledge of key local contacts in the outdoor, health and community development sectors.
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| **Skills and abilities** | * Excellent interpersonal and networking skills.
* Ability to converse in with people from a broad range of backgrounds and in a variety of settings.
* Competence with IT, a good working knowledge of Microsoft Word, Excel and email systems.

  | * Skilled at developing publicity materials.
* Experience of using social media and updating websites.
* Welsh speaker or willing to learn the language.
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| **Qualifications** | * A relevant degree and/or professional qualification. E.g Youth and Community Work, Teaching / Education or 2 minimum of year equivalent professional experience.
 | * Mental Health Awareness
* Outdoor first aid
* Safeguarding training
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| **Personal qualities** | * Motivated, confident, committed individual.
* Team player, able to inspire & motivate others.
* Able to work on own initiative with minimum supervision.
* Able to communicate with people at all levels, internally and externally.
 | * Understanding of and commitment to the principles of sustainability and inclusion.
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Please note this role is subject to a DBS check.

Please return completed applications to: alisonmoore@smallwoods.org.uk

Application deadline: Friday 28th March 2025