



Coed Lleol

SMALL WOODS
JOB DESCRIPTION

Job Title:	Actif Woods Mentor
Employer:	Small Woods Association, registered charity 1081874
Pay:	£19,291 - £20,899 pro rata There may also be the option to do this work on a self employed basis.
Hours of Work:	One day per week. Working hours are flexible but you will need to be available for meetings and events on particular days.
Responsible to:	Coed Lleol Manager
Responsible for:	Participating volunteers, partner organisations and woodland leaders

Job Purpose:

- **To mentor organisations and volunteers in how to use woodlands for wellbeing**
- **To develop activity programmes that can be self-sustaining**
- **To facilitate project monitoring through using the improved database (or encouraging partners to do so)**

Main Duties and Responsibilities:

1. To work with current and/or new Actif Woods groups (or partners) to develop a woodland activity programme that meets their needs and capacity.
2. Mentor volunteers and partner organisations through sessions in woodlands, shadowing them or demonstrating best practise, as necessary.
3. Support the group to work out their structure – i.e. are they a constituted group (that can seek additional funds), a closed friendship group, a partner organisation group, registered charity etc. – ensure they have this in writing.
4. Undertake Training Needs Assessment for groups and ensure that training is organised to meet those needs; particularly around building capacity of groups to support themselves.
5. Organise training for volunteers and partner organisations to build their capacity to use woodlands.
6. Ensure groups understand health and safety responsibilities: carrying out risk assessments, woodland permissions, first aid and emergency contacts.
7. Set up permissions with woodland managers so that both parties understand what is expected. Ensure this is in writing when necessary.
8. Ensure that the group monitors and keeps records of participation, activity sessions, training etc. through the use of the database.

9. Support the group in seeking funding for any additional support or activities they would like to undertake, (and work out who will administer the grant – it could be Coed Lleol but not necessarily)
10. Collate all current resources (activities, risk assessments, site knowledge) that can be shared with other partners and volunteers in the local area.
11. Provide support and supervision to volunteers (write role description, meet every few months etc).
12. Attend bi-monthly Actif Woods Wales Team Meetings.
13. Meeting with partners in the local area, to develop partnerships.

Person specification:

Essential	Desirable
Previous experience of working in a similar project environment	Prior experience of designing & running outdoor woodland-based activities for adults, or other outdoor health programmes
Enthusiasm for health and well-being in the outdoors	Prior knowledge of woodlands and woodland management
Enthusiasm for woodlands and people	A relevant professional qualification
Generally good IT literacy with ability to use MS office and to keep records electronically, including use of database and email.	Experience of obtaining woodland permissions and liaising with woodland managers
Current driving licence and own car insured for work use	Prior experience of managing volunteers
Understanding of health and safety requirements and risk assessments.	
Willingness to work with volunteers and build capacity to enable activities to carry on after the end of the programme.	
Understanding of healthy eating, and willingness to incorporate this into sessions.	
Welsh speaker or learner with commitment to bilingual policy, and willingness to incorporate Welsh into sessions where possible.	