



## JOB DESCRIPTION – COED LLEOL DEVELOPMENT COORDINATOR, SOUTH EAST WALES

*Coed Lleol has received funding from Natural Resources Wales (NRW) to scope new activities in the South East Wales region. The project will support the growing field of nature-based health and wellbeing, which is proving ever more successful in helping people to overcome the many and various challenges of physical lifestyle-related illness; and the growing problems of mental and emotional wellbeing. This project will work alongside existing initiatives in SE Wales such as the NRW Healthy Active Connected theme, and the Gwent Regional Partnership Board, including interaction with those involved at a policy level, to establish the need and opportunities for developing our Actif Woods and Naturefix programmes in the SE Wales region.*

<b>Job Title:</b>	<b>Coed Lleol Development Coordinator, South East Wales</b>
<b>Employer:</b>	Small Woods Association, registered charity 1081874
<b>Location:</b>	Across SE Wales. Primarily working from home with some travel across South East Wales when possible.
<b>Salary:</b>	£25,521 pro rata
<b>Hours of Work:</b>	2.5-3 days per week (18 to 22.5 hours), flexible, dependent on start date. Fixed Short Term contract until March 2021, potential to extend contract pending outcome of development phase and further funding.
<b>Responsible to:</b>	Coed Lleol Manager
<b>Responsible for:</b>	Woodland Wellbeing Project Officer in South East Wales
<b>Job Purpose:</b>	
<ul style="list-style-type: none"> <li>A. To undertake a 5-month development project that investigates need, scopes opportunities, engages new partners, and develops a plan for the establishment of our Actif Woods and Naturefix programmes in the SE Wales region (Caerphilly, Monmouthshire, Blaenau Gwent, Newport, Torfaen).</li> <li>B. To build strategic partnerships with organisations in the health, social care and environmental sectors with whom we can work to fulfil the aims of this project, scoping need and priorities for our involvement in green social prescribing in SE Wales. Form a project steering group.</li> <li>C. To manage and support the Woodland Wellbeing Project Officer in coordinating taster activities, sourcing referral partners, recruiting leaders, and finding potential woodland sites.</li> <li>D. To understand the Actif Woods programmes in other areas of Wales and replicate through consulting with local community and partners, to research and prepare relevant information for a funding proposal from March 2021.</li> <li>E. To promote Coed Lleol activities, share knowledge and raise awareness about how and why to incorporate woodland activities into health and social care practise and policy. Support the Woodland Wellbeing Project Officer with promotion of both virtual/ online and woodland based activity sessions.</li> </ul>	

## **Main Duties and Responsibilities:**

### **Key responsibilities:**

- Establish an initial Regional Project Steering Group who wish to take forwards this work with us. Set up regular steering group meetings. This may develop into 3-5 sub-groups dependent on need and location/county.
- Develop partnerships with key local and regional organisations involved in community development, health & wellbeing and outdoor activities (NHS and GP referrals, health and disability charities, woodland owners, County Councils and Public Service Boards, Natural Resources Wales, Woodland Wellbeing Leaders, outdoor health activity providers, environmental organisations, Community Connectors etc).
- Manage 1 part-time member of staff (Project Officer) and ensure effective line management of freelance contractors and volunteers, with the support of the Coed Lleol Manager.
- Work with the Project Officer and oversee the implementation of 3-5 taster programmes of the 'Actif Woods Wales' project within the South Wales region, with the aim for these programmes to continue beyond March 2021. Oversee the gathering of information required for mapping of greenspace sites, access, and outdoor health initiatives across the region.
- Organise stakeholder consultation meetings in each project location. Encourage participation in project planning, design of activity programmes and other methods of consultation including through online meetings and questionnaires. Ensure high standards of activities and correct procedures e.g. risk assessments and woodland permissions where appropriate.
- Represent Coed Lleol (Small Woods Wales) at events and conferences, including giving presentations. Promote the project regionally including providing information for press articles, online promotion, and presence at local events
- Manage the project budget in liaison with the Coed Lleol Manager.
- Ensure data collection and record keeping is carried out and entered into project spreadsheet accurately.
- Provide regular reports to the project board and Coed Lleol Management team.
- Research, develop and write proposals for funding a follow-on project from March 2021 using evidence of need, with the support of Coed Lleol managers. Include funding streams from health and environmental partners.
- Attend virtual staff meetings, and potentially in person in Machynlleth or other locations in Wales.
- 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.

**Person specification:**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant degree or experience</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of networking and work with local communities within the SE Region</li> <li>• Experience of group facilitation and giving presentations</li> <li>• Experience of consultation and stakeholder engagement</li> <li>• Experience of staff, budget and project management</li> <li>• Excellent Word processing and IT skills</li> <li>• Experience of project development and fundraising</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working locally in the woodland, health or community development sector.</li> <li>• Good knowledge of the South East Wales region, including key contacts in the outdoor, health &amp; community development sector.</li> <li>• Experience of partnership working and servicing a steering group</li> <li>• Proven track record in grant fund raising and communication with funders</li> <li>• Experience of community development approaches to project development</li> <li>• Experience of events coordination</li> <li>• Experience of marketing/promotion</li> <li>• Experience of researching information and compiling summary reports</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Enthusiasm for woodlands, people and outdoor health activities.</li> <li>• Excellent communicator, through presentations, reports and email; excellent interpersonal skills.</li> <li>• Good facilitator, able to lead group discussions and meetings</li> <li>• Able to work on own initiative; self-starting and proactive</li> </ul>	<ul style="list-style-type: none"> <li>• Welsh speaker or willing to learn the language</li> <li>• Current driving licence and own car insured for work use</li> </ul>