

Job Description

1. IDENTIFICATION OF JOB

JOB TITLE

Midlands Forest Network Project Coordinator (P/T 60%)

FUNCTION

Operations

RESPONSIBLE TO

Midlands Forest Network Project Manager

2. OVERALL PURPOSE OF JOB

To support the Project Manager by providing effective administration of the *Developing the Strategic Framework for the Midlands Forest Network* project. The post-holder will prepare and manage National Forest Company financial budgets and liaise with National Forest Company's finance department and colleagues at the Woodland Trust (the fundholding partner). They will also provide the secretariat for partnership meetings and maintain key databases.

3. MAIN RESPONSIBILITIES

Project finances

- a) Prepare quarterly management accounts for the Midlands Forest Network project
- b) Collate quarterly progress reports and financial claim information on behalf of National Forest Company and forward to the lead partner, Woodland Trust, for submission to NLHF
- c) Liaise with the National Forest Company and Woodland Trust Finance Departments about the status of NLHF claims and payments
- d) Manage invoices, incoming and outgoing in accordance with financial procedures

Project governance

- e) Attend partnership board meetings and prepare financial reports as required
- f) Coordinate and organise partnership team meetings and produce minutes
- g) Manage databases including the list of stakeholders, press coverage and evaluation baseline data
- h) Assist in the management of the website and other social media such as Facebook and Twitter to keep the public informed of progress with the project

Benefits of working with the NFC

Salary

This is a part-time post, 3 days per week for a fixed term to 30 June 2025. The contracted hours are 26 hours per week (excluding lunch breaks). The normal office hours are 9.00 to 5.30 Monday to Thursday and 9.00 to 5.00 on Friday with an hour for lunch.

Exact working days will be agreed on appointment and the post-holder will be required to work occasional evenings and weekends for which time off in lieu will be given.

The successful applicant will be appointed within the EO salary range of £25,915 - £27,116 pro rata per annum.

Pension

An important part of the pay and reward package NFC offers employees is the option to join the Civil Service Pension Schemes arrangements. These arrangements offer a choice of two types of pensions:

- **Alpha:** This is a career average pension scheme (defined benefit) that has a member contribution rate ranging from 4.6% to 7.35% dependent on your salary. The current employer contribution rate is c27% of salary.
- **Partnership pension account:** This is a stakeholder pension with a contribution from the NFC of up to 14.5% based on your age.

Generous Annual Leave and Bank Holiday Allowance

We offer 30 days' annual leave and 10.5 days public and privilege holidays. Pro rata this equates to 18 days' leave plus 6½ day's privilege leave per annum.

Staff Bonuses

We offer end of year performance awards to our employees.

Place of Work

The principal place of work will be at the National Forest Company's office in the heart of the National Forest at Enterprise Glade, Bath Yard, Moira DE12 6BA. However, we have adopted a more flexible hybrid home/office way of working, subject to the needs of the organisation.

Learning and Development

Everyone at the NFC is supported to develop their skills and capabilities. All new employees joining will have a full induction to the NFC's work and our policies. We also encourage our employees to take up volunteering opportunities as a great way to share skills, while developing new insights and stronger links with our communities.

Staff Wellbeing

We have various measures in place to assist with the wellbeing of our staff including:

- **Flexible working** – to allow for variations in your hours, or working from home, where this is compatible with business needs.
- **Cycle to Work Scheme** – typical savings on a bike can be up to 42%

- **Employee Assistance Programme** – a free and confidential 24/7 telephone advice service available to staff.
- **Discounts for gym membership**

Time off in lieu

Due to the nature of the work some unsocial hours may be required in the evenings and weekends to ensure the effective implementation of this post. Time off in lieu is applicable for this role.

Travel

The post-holder will often need to travel to sites over a rural location. Where the postholder has access to a vehicle for use on NFC business, mileage is reimbursed.

Person Specification

Experience & Qualifications	Essential (E) Desirable (D)
A relevant professional qualification	D
Or equivalent experiences gained within an environmental, heritage, funding or similar role	E
Bookkeeping and credit control	E
Some experience of general office duties	E
Liaison with suppliers and other outside contacts such as auditors , Companies House and Inland Revenue	E

Knowledge	Essential (E) Desirable (D)
Sound knowledge of good accounting practice.	E
Knowledge of Excel spreadsheets and Word	E
Some knowledge of Charities.	E
Some knowledge of limited companies.	E
Knowledge, interest and understanding of environmental and social issues	D

Skills	Essential (E) Desirable (D)
Effective communication skills (including presentation of financial data to non-experts)	E
Excellent numeracy skills	E
Good analytical skills	E
Team working skills	D

Personal Qualities and Behaviours	Essential (E) Desirable (D)
Well organised and efficient	E
Able to pay attention to detail and work with a high degree of accuracy	E
Probity and commercial confidentiality	E
Have understanding of and empathy with the charity sector	E
Well organised and efficient	E