



Job Community Manager

Hours of role 2 days a week (15 hours)
(with potential to increase to 3 days in November)

Salary £26,700 - £28,000 pro rata dependent on experience (£10,680 - £11,200 gross pro rata)

Holiday 11.5 days per year including bank holidays

Fixed term contract 1 year (with potential for extension)

Reports to Chief Executive

Responsible for Project volunteers and one staff member

About KindleWoods

KindleWoods is a community woodland social enterprise based in Thirsk, North Yorkshire. We are passionate about three main things; nature, wellbeing and community and work hard to make sure each is represented within our projects. For more information visit www.kindlewoods.com

About the role

KindleWoods has recently secured funding from the Social Enterprise Support Fund to enable us to build our alternative learning provision and community volunteer programmes. We are looking for a talented and experienced youth and community or mental health professional with significant outdoor leadership experience who will support us to grow that provision, developing the service, increasing client numbers and delivering the programme on the ground.

Main purpose of the job

To grow, develop and deliver our alternative learning provision and community volunteer programme.

Alternative Learning Provision

KindleWoods provides woodland based alternative learning wellbeing provision for children and young people who have barriers to traditional education. This role will lead on that provision, including co-ordination of placements, risk assessment, planning, delivery and evaluation.

Community Volunteer Programme

To co-ordinate our volunteer conservation programme days, leading on recruitment, volunteer induction, supervision and delivery.

Alternative learning

- To coordinate, research, develop, plan, deliver and then evaluate KindleWoods alternative learning provision
- Lead on the face-to-face delivery of at least one woodland wellbeing group session per week.
- To understand and assess the needs of our young people and make considered responses to those identified needs
- Support young people to learn/experience a range of woodland skills relevant to their interests; for example, firelighting with natural tinders, campfire cooking, green wood work, whittling, land art, craft
- Promote the service to schools to increase participant numbers.
- Be responsible for Safeguarding within your projects and liaise with the KindleWoods Safeguarding Lead with training needs and concerns
- Ensure projects are delivered in accordance with KindleWoods policies and procedures
- Attend partner meetings as necessary

Community Volunteer Programme

- Promote, recruit, lead and deliver KindleWoods community conservation volunteer programme, including our monthly volunteer days.
- Support the development of KindleWoods tree planting scheme, including promotion and delivery.
- Create a manager's bi-monthly report and attend at least one Trustee Meeting a year and present a detailed update

Leadership and Management – Volunteers

- To lead the development of our regular volunteer team including their induction, training and personal development. This includes ensuring that all relevant mandatory training, compliance, and documentation is in place for all projects and sessions
- Line manage conservation volunteers
- Line manage one staff member

Facilities Management, Health, and Safety

- Be responsible for the woodlands daily safety checks when in use for alternative learning provision and community volunteer days
- Be a key holder – Open and close the building safely at agreed times
- Work with due diligence to ensure the safety of all project stakeholders

External Relations

- Promote our activities to a range of partners, including voluntary and community groups
- Represent KindleWoods where appropriate on strategic groupings in North Yorkshire

- Actively support the development and implementation of raising KindleWoods profile through our marketing and media strategy and channel, including website and social media platforms
- Identify opportunities to develop new projects and partnerships
- Provide support to colleagues within the organisation
- Provide evidence and data to colleagues writing funding bids

Person specification

| Qualifications | Essential | Desirable |
|--|-----------|-----------|
| Level 3 in Youth and Community Work, Forest School Leader, Social Forestry, Mental Health or equivalent | √ | |
| Degree Level in Youth and Community, Teaching, Community Development, Mental Health or equivalent | | √ |
| Practical Conservation Qualifications | | √ |
| Outdoor First Aid Certificate | √ | |
| Mental Health First Aid | | √ |
| Safeguarding | √ | |
| Food Hygiene Certificate | √ | |
| Skills and Experience | | |
| Minimum of 3 years' experience of youth work | √ | |
| Experience facilitating groups in the outdoors | √ | |
| Experience supporting individuals experiencing mental health challenges | √ | |
| Skilled in a range of outdoor practical woodland skills including fire-lighting, use of hand tools, green woodwork | | √ |
| Leading a team of staff or volunteers | √ | |
| Experience of operating to recognised systems for safeguarding children and adults | √ | |
| Skilled and experienced in project management | √ | |
| Ability to use IT, including email, spreadsheets, and databases | √ | |
| Confident presentation skills and ability to relate to a wide range of stakeholders | √ | |
| Experience of monitoring and evaluation of front-line services | | √ |

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|---|---|---|
| Knowledge | | |
| Knowledge of person-centred approaches | √ | |
| Knowledge of self-care strategies | √ | |
| Knowledge of SEN including ADHD and ASD | √ | |
| Excellent knowledge of General Data Protection Regulations / GDPR | √ | |
| Understanding of trauma informed practice | | √ |
| Values | | |
| Commitment to equality and diversity and anti-discriminatory practice | √ | |
| Other | | |
| Hold a full driving licence and have access to use of a car | √ | |
| Ability to travel within North Yorkshire | √ | |
| Ability to work flexibly as agreed in advance with the trustees to meet the needs of the organisation | √ | |