



## **PATT Foundation**

### **Job Description**

- Role:** Project Officer (North West)
- Reporting To:** Senior Forestry Officer (Subject to recruitment)
- Contract Type:** Permanent
- Hours:** 40 hours per week
- Location:** Merseyside predominantly with work across the North West region as required for project delivery
- Salary:** £27,500 rising to £29,500 on successful completion of probation period
- Probation:** 3 months

#### **Who we are**

Changing the world one tree at a time, at PATT Foundation we work with communities to create woodlands and forests to help combat climate change for a better future. We've planted around the world to help areas fight back against deforestation, create wildlife habitat and build natural environments.

It's not just about growing and planting trees for climate change though. PATT Foundation works to support local communities by helping people gain new skills and learn more about the nature around us. We have a particular focus on supporting veterans.

We're based on a four acre site in Preston, East Yorkshire but our reach and that of our trading subsidiary Green Task Force is far reaching.

#### **Overview of the role**

The Project Officer (North East) will be responsible for leading the planning, development, and implementation woodland creation projects throughout the North East.

#### **Key Duties & Responsibilities**

- To build and foster relationships with Community Forest Teams and landowners.
- To coordinate woodland creation projects ensuring all project milestones, deliverables and financials are met.
- Act as the central point of coordination on projects between nursery staff and the Green Task Force team who will deliver the project.
- Work closely with colleagues, veteran organisations and other stakeholders to identify opportunities for volunteering and community engagement in projects.



- Maintain accurate records of each project for internal audit purposes and project reporting.
- Lead on the production of project reports to funders and land owners.
- Ensure all activities are compliant with relevant health, safety, and safeguarding policies.
- Develop partnerships with other organisations to enhance reach of PATT Foundation and to maintain a pipeline of projects.
- Stay informed about the latest research and developments in woodland creation.

### **Key Accountabilities**

- The successful engagement of stakeholders in the support and promotion of woodland creation projects.
- Ensuring the effective delivery of projects through key milestones, project and financial deliverables.
- Adherence to all legal, ethical, and safety guidelines in planning and coordinating projects.
- Documentation and reporting on the progress and outcomes of each project.

### **Person specification**

We are seeking a candidate with demonstratable knowledge of environmental conservation and carbon reduction.

Ideally the successful candidate will be familiar with the principals of corporate social responsibility and in bringing partnerships together to successfully deliver outcomes.

### **Skills**

- Strong interpersonal skills to foster positive relationships with staff and stakeholders.
- Excellent communication skills, both written and verbal, for effective instruction and rapport building.
- Ability to facilitate and promote teamwork.
- Advanced problem-solving skills, to quickly and effectively respond to challenges that may arise in an outdoor environment.
- Leadership and motivational skills to inspire and encourage stakeholders.
- Proficient in strategic thinking and planning, including the ability to develop and implement projects to meet a range of objectives.
- Ability to manage stress and maintain calm in difficult situations.
- Skill in using technology for project management purposes

### **Abilities**

- Ability to empathize and connect with individuals from diverse backgrounds.
- Capable of physically demanding tasks related to outdoor activities.
- Ability to maintain composure and think clearly in emergency situations.
- Ability to handle multiple tasks and manage time efficiently.
- Ability to evaluate and measure project effectiveness and make necessary adjustments.
- A willingness to travel to and work in other areas when required.
- A willingness to work outside normal hours as required by the needs of the service.



### **Knowledge and Experience**

- Demonstratable experience in project management.
- Experience in strategic planning and program development.
- Proven experience facilitating partnerships.
- A professional qualification with an environmental focus, or willingness to be trained in relevant qualifications.
- Experience working with multi-disciplinary teams
- An understanding of safeguarding principles and health and safety in an outdoor context.
- Excellent communication, teamwork, and leadership skills.

### **Standard Information**

All PATT Foundation employees are accountable for carrying out all duties and responsibilities with due regard to Safeguarding, Health & Safety and Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the Foundation's data protection guidelines.

PATT Foundation employees must attend any training that is identified as mandatory to their role.

Appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

### **How to apply**

If you are interested in applying, please send a short cover letter and CV to [info@pattfoundation.org](mailto:info@pattfoundation.org)

For questions or an informal discussion, please contact [info@pattfoundation.org](mailto:info@pattfoundation.org) to arrange a call.

If you require any reasonable adjustments through the recruitment process or to undertake this role, please raise these using the most appropriate method for you.

Additional information can be found at:

[PATT Foundation | Plant a Tree Today](#)

[Charity overview, PATT FOUNDATION LTD - 1117158, Register of Charities - The Charity Commission](#)

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