



## Role Description

Woodland Wellbeing Programme Manager

## Our Organisation

We are a community restoring the Dell at Tortworth Arboretum, to create a woodland where people and trees thrive together.

**Our vision** is a welcoming woodland, accessible to all, where people and nature thrive alongside our botanic tree collection.

**Our mission** is to nurture the symbiosis between people and trees by:

- restoring and managing the exotic tree collection at Tortworth, with and for the community,
- creating an inspiring and inclusive community space where people nurture themselves and nature through learning heritage, conservation.

**Our values** that underpin everything we do are inclusion, learning, and collaboration.

Founded in 2015, hundreds of volunteers have worked tirelessly to restore the 20-acre arboretum which had become overgrown, inaccessible and unsafe for the public to visit. We have been reducing brambles, rhododendrons and other invasive species, to allow native flora to thrive alongside our collection of exotic trees.

Alongside our woodland restoration work, we enable and empower people who wouldn't usually access the countryside for wellbeing. Bec, our Founder, started [the Hawthorn Project](#) in 2015 with [Jackie Roby](#), to support self-identifying women recovering from addiction or struggling with poor mental health. Our experienced session leaders create a safe space where women can be outdoors in nature. Together, they learn new skills and connect with others, without the fear of being judged. Alongside this, we run [Woodland Management Volunteer Days](#) and the [Woodland Wellbeing Project](#), which are open to all genders.

Tortworth Forest Centre CIC is a registered not-for-profit Community Interest Company (no: 09561405). We rely on public and corporate donations, grant funding and event ticket sales to support the restoration of Tortworth Arboretum and our community wellbeing projects. The land is owned and leased to us by woodlands.co.uk.

## Applicants

The environment sector is one of the least ethnically diverse sectors in the UK and we want to contribute to change this. We are committed to equality of opportunity, to being fair and

inclusive, and to being a place where all belong. We also know that diversity fosters creativity and innovation. We therefore particularly encourage applications from candidates who are underrepresented in our team. These include people from Black, Asian and minority ethnic backgrounds, disabled people and LGBTQI+ people.

We are committed to safeguarding our participants. This role is subject to an enhanced DBS check and reference checks.

### **Hours & Remuneration**

24 hours per week at £16.90 per hour (£35,152 FTE) paid through PAYE following submission of timesheets on 26th of each month.

### **Purpose of the role**

The Woodland Wellbeing Programme Manager is responsible for leading our work to deliver our mission of creating an inspiring and inclusive community space where people nurture themselves and nature through learning heritage, conservation and wellbeing skills.

You will oversee all aspects of programme management for our wellbeing projects which support over 150 people each year to improve their physical and mental health through practical woodland management volunteering, nature connection and bushcraft skills.

You will lead and inspire our Bushcraft Lead and Woodland Wellbeing Programme Assistant to deliver interesting, varied and appropriate activities and experiences which improve the wellbeing of our participants. You will champion a culture of trauma-informed practice and reflective learning within the team, as well as leading on safeguarding and referrals across the organisation.

Operationally, this role includes planning sessions, recruiting participants and building partnerships with referral organisations. You will also be responsible for maintaining participant records, collecting monitoring & evaluation data and supporting grant funding bids to continue and grow our work.

The Woodland Wellbeing Programme Manager must be able to engage with the public, participants and local organisations in the story of Tortworth, raising our profile as a leader in nature-based mental wellbeing provision in the sector. As a member of our small but mighty team, you will be expected to share an active role in our public events, for example delivering forest school activities as part of our seasonal celebrations.

## **Key objectives**

- To deliver Wellbeing projects that enable and empower people to access the arboretum for wellbeing.
- To lead and inspire the Woodland Wellbeing Programme team, embedding a culture of trauma-informed practice and reflective learning.
- To champion Tortworth as a leader in nature-based wellbeing provision.

## **Duties & Responsibilities**

### **Leadership**

- Lead on the design, planning and delivery of our Woodland Wellbeing Programme, including embedding a trauma-informed approach and culture of reflective learning across the organisation.
- Nurture relationships with referral organisations in the area, to recruit suitable participants to the project. Communicate with referrers as necessary and collate learning and feedback.
- Champion Tortworth Forest Centre & Arboretum as a leader in nature-based wellbeing provision, nurturing positive relationships with relevant local or national organisations looking for gaps in provision and areas where we can grow our work.

### **Operational**

- Manage the Woodland Wellbeing staff to ensure the smooth and safe running of wellbeing sessions, and support them to reflect on their practice and continually develop their skills and experience.
- Manage the recruitment process for new participants/volunteers and provide mentoring/support as needed to ensure they have a positive journey with Tortworth.
- Maintain participant/volunteer records in line with safeguarding and GDPR.
- Review and update our Safeguarding Policy and Procedures, leading on safeguarding practice and ensuring the wellbeing of our participants and staff.
- Manage the Woodland Wellbeing budget, with support from the Managing Director.
- Collaborate with the team to ensure excellent grant funding applications are submitted, quality M&E data is collected and learning from projects is embedded across our delivery.
- Curate content for our website and social media in collaboration with the team.
- Ensure wellbeing session lunches are healthy, prepared in line with food hygiene procedures and take into account allergies
- Comply with all the organisation's policies, rules and procedures
- Act in accordance with our Privacy Policy and GDPR
- Other duties appropriate with the role as agreed with the Directors

## **Skill & Competencies**

### **Essential:**

- Proven experience in project management, ideally in an outdoor setting
- Experience writing and following risk assessments, ideally in an outdoor setting
- Experience supporting adults with complex emotional needs
- You must identify as woman due to the nature of the work with vulnerable women
- Calm, approachable, respectful of individual differences
- Good listening skills
- Knowledge of outdoor mental health approaches, nature connection, mindfulness and trauma-informed practice
- Relevant experience in wellbeing facilitation, ideally nature-based in an outdoor setting
- Understanding of safeguarding law and best practice
- Physically able to spend 6 hours outside in all weathers, walk on uneven ground and lift materials needed for sessions.
- You must have a current enhanced DBS check or willing to complete one before we finalise a contract
- Able to work from home on the days not on site in the woods

### **Desirable:**

- Forest School Level 3 qualification or equivalent bushcraft qualification
- Campfire cooking skills and healthy eating awareness
- Knowledge of UK flora and fauna
- Interest in foraging and nature based crafts
- A full clean Driving licence and access to a vehicle
- Ability (Category D1 driving licence) and willingness to drive our minibus from Bristol to site
- Ability to travel on the minibus with participants from Bristol to Tortworth on a rotational basis

## **Responsible for staff/equipment**

- Bushcraft Lead
- Woodland Wellbeing Programme Assistant
- Woodland Management tools & equipment used for sessions
- Outdoor cooking equipment including food safety & hygiene

### **Reporting to:**

- Managing Director
- Mentoring support from the Board of Directors

## **Additional information:**

A typical session day (up to 12 participants, working with two team members and one volunteer)

- Pre-session
  - Liaising with participantsdriver/team with any last minute logistics, cancellations etc.
- 10am (with team member/volunteer) - open up site, wipe down/clean surfaces, making campfire, setting up food/activities ready for arrival
- 10.30am - transport leaves Bristol with women and one team member
- 11am - group arrives - tea, coffee, breakfast snacks
- ACTIVITIES (for example, whittling, willow weaving, nature ID walk, mindfulness or meditation activity. We usually aim for one craft and one other activity on offer each session, with the flexibility to adapt to the mood of the group – sometimes the most needed activity is a cup of coffee and a chat around the fire)
- 12pm - prepare/cook group lunch (this tends to rotate across all team members)
- 1pm- lunch
- 2pm - start closing session, distribute FareShare food delivery fairly between participants
- 2.30pm - minibus returns to Bristol. Pack down, de-brief, evaluation notes etc
- 3.30pm - lock up site storage/gates etc.
- Post session - any feedback, calls, next steps. Upload images, session report and attendance to the google drive.

### Before/after sessions

- Follow up with any safeguarding, referral or other issues with women who are attending. This may include phoning women to discuss their ongoing attendance.
- Send out confirmation texts and handling any queries/logistics.
- Shopping for lunch and activity supplies (with support from other team members).
- Liaising with FareShare to ensure collection and suitability of food delivery
- Planning upcoming session roles, activities, policy reminders etc based on any feedback from previous session.