

Confor: Promoting forestry and wood

National Manager Wales – Job Description

1. The forestry and wood processing sector in Wales

The forestry and wood processing sector plays an important role in the economy, in the natural environment and amongst the communities of Wales. The sector operates in a challenging market and policy setting. However, there are significant opportunities for the sector to grow and develop.

Confor is the leading representative body for the sector in Wales and in the UK. In recent years the profile of the sector has risen significantly, and Confor is keen to build on that progress. The post-holder will work with members and key partners, supported by Confor colleagues in the rest of the UK.

Confor was established in May 2004 as a members organisation dedicated to providing the UK forestry and wood processing sector with a more cohesive and influential voice, supporting all sectors of the industry from woodland owners and nurseries through to harvesters, sawmills and secondary wood processors.

Confor's role is to:

- Help build the market for wood and forest products.
- Create a supportive policy environment for forestry and wood-using businesses at all levels of government.
- Work with partners to tackle ongoing sectoral issues such as research, skills and business support.
- Provide high quality, valued member services.

2. Purpose of the job

The purpose of the job is to represent the interests of members in Wales.

3. Key activities and work areas

- Work with Confor's executive team, staff and members in Wales to identify key issues and opportunities for the sector that require action.
- Lead member retention and recruitment in Wales.
- Help inform and build links with politicians in Wales.
- Identify and develop opportunities for building partnerships and co-operative activity with other bodies in Wales.
- Develop Confor's response to consultation documents relevant to Wales.
- Research the background to relevant issues and prepare appropriate summaries, briefing sheets, reports and articles.
- Administer and support Confor's Wales committee.



4. Qualifications, Experience, Skills and Abilities

4.1 Qualifications

- You will be required to hold a current UK driver's license and have private transport.

ESSENTIAL

- A degree or similar qualification related to forestry, the natural environment or business management.

DESIRABLE

4.2 Experience

- Knowledge of all or part of the forest industries sector, wider land management and environmental challenges

DESIRABLE

4.2 Skills and abilities

- Basic IT skills in accessing the Web and using Word and Excel.

ESSENTIAL

- Proven ability to think strategically, and to analyse often complex issues and make clear, evidence-based recommendations for action.

ESSENTIAL

- You will have the ability to be a strong team player and foster good working relationships by being open and approachable. You will be helpful and supportive to colleagues, members and stakeholders.

ESSENTIAL

- You will have strong communication skills, both orally and in writing. You will be required to make clear concise contributions to meetings, discussions, submissions, reports and when making recommendations to a range of colleagues and people in other organisations.

ESSENTIAL

- You will be able to plan, organise and deliver a range of tasks at the same time, on time, with minimum supervision, balancing competing priorities and remaining focused on key tasks.

ESSENTIAL

- You will be a self-starter, responsible for scheduling your own time, and be a problem solver, someone who is not easily discouraged by obstacles or problems. You will be self-sufficient, based in Wales and working with, but remotely from the rest of the Confor team.

ESSENTIAL

- You will have a general understanding of marketing and social media
DESIRABLE
- You will have an understanding of Welsh language and culture and ideally have an ability to communicate in Welsh both orally and in writing.
DESIRABLE

5. Conditions of service

- Salary will be around £38k per annum depending on skills and experience with an employer's pension contribution of 10% of salary.
- You will be based in Wales but there will be regular (monthly) meetings in Edinburgh.
- Necessary travelling and subsistence expenses will be paid on presentation of valid receipts.
- You will normally work a five-day week, but you would be expected to undertake occasional weekend and evening duties.
- You will be entitled to 25 days leave a year plus public holidays.
- You will maintain a full UK driving license and have your own access to private transport.
- The appointment will be for an initial six month probationary period.

6. Secondments

Secondments from public or private sector organisations will be considered.

7. For further information

Please contact:

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Edinburgh
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8. To Apply

The application form can be found on www.confor.org.uk

Please send

- A completed application form
- Your CV
- The qualification consent form



By email to ann@confor.org.uk
by 5pm on 14th September 2018