

PROJECT OFFICER – Edinburgh (flexible)

Purpose

The purpose of the post is to provide support to

1. The Timber Transport Forum (50% of time)

The Timber Transport Forum (TTF) was established in 2000 to develop and deliver a partnership approach to dealing with timber transport issues. The Forum has a [Partnering Charter](#) and helps the forest industry and local authorities to support sustainable timber transport activity in Britain. The Forum provides support to the Regional Timber Transport Groups and co-ordinates national activity. The TTF receives financial support from the Scottish Government's Strategic Timber Transport Scheme, Scottish Forestry, the Confederation of Forest Industries (Confor) and Forestry Commission England.

The strategic objectives of the Forum, as detailed in the interim business plan, are to:

- Support timber transport as a key part of growing the contribution of the forestry and timber industries to the economy.
- Improve the sustainability of timber transport by minimising or mitigating social and environmental impacts.
- Maintain and strengthening the partnership ensuring that all appropriate stakeholders are involved in our work
- Influence policy makers and decision takers at national, regional and local levels.

Duties and Tasks

You will deliver a work plan approved by the Forum reviewed on an annual basis. The plan will incorporate a proportion of project work as well as liaison, management and representational functions for the Forum.

Liaison

- Work closely with the Chair of the Timber Transport Forum.
- Engage with partner organisations in transport, timber and forestry.
- Provide advice on timber haulage in order to help support bringing woodland into management including supporting the preparation and dissemination of best practice guidance and encouraging innovation.
- Collaborate with 10 Regional Timber Transport Groups providing support and advice and attending meetings.
- Provide quarterly updates on timber transport issues to TTF and RTTGs.
- Update the TTF and RTTGs on key changes in relevant legislation.
- Provide technical input and advice to timber transport groups to facilitate and support bids for improvement of infrastructure.
- Foster cross-border synergies, liaison and information sharing.

Management

- Prepare and update a Business Plan for the TTF.
- Support and co-ordinate the delivery of the business plan and implement project activity.
- Ensure the Road Haulage of Round Timber Code of Practice and other related guidance is up-to-date.
- Draft/co-ordinate TTF responses to transport/forestry and other related consultations.
- Manage administrative arrangements for quarterly TTF meetings.
- Manage the biennial TTF conference and occasional seminars.
- Oversee the management of the [TTF website](#) and the [Agreed Routes Map](#) webGIS.

Representation

Represent the TTF at relevant conferences, industry meetings and the like.

2. The Strategic Timber Transport Scheme (50% of time)

You will support Scottish Forestry with the application of the [Strategic Timber Transport Scheme](#) as directed by Scottish Forestry Business Development..

Responsibilities include:

- Encouraging STTS applications and offering training/ advice for preparing bids
- Managing the administrative arrangements of the STTS Advisory Panel
- Assessing the eligibility of bids and presenting summary information to the assessment panel.
- Drafting STTS decision letters and contracts.
- Monitoring and inspecting STTS project claims.
- Preparing annual summary reports on the Scheme

Skills and Experience

You will:

- Have a relevant degree or similar qualification.
- Have forestry or transport-related knowledge or experience.
- Hold a current UK driver's license.
- Have general IT skills (Essential) and GIS skills (Desirable).
- Have a proven ability to think strategically and problem-solving skills.
- Be a strong team player and foster good working relationships by being open and approachable building trust with all stakeholders.
- Be able to plan, organise and deliver tasks with the minimum supervision, focus clearly on what has to be achieved, display a positive attitude.
- Have strong communication and interpersonal skills both orally and in writing, communicating complex issues in a way that can be easily understood. You will be required to make clear concise contributions to meetings, discussion, submissions, reports and when making recommendations to a range of colleagues and staff in other organisations.
- Professional membership of the Institute of Chartered Foresters or another relevant professional body is desirable

Employment

The position is expected to be for a 3 year period with the possibility of extension but is subject to funding contributions from Scottish Forestry, the Strategic Timber Transport Scheme and Forestry Commission England which can only be secured annually.

You will be employed by [Confor](#) (The Confederation of Forest Industries (UK) Ltd.) and ideally based in their office in Edinburgh although flexibility would be considered for the right candidate.. You will be required to travel for work within Britain.

You will normally work a five-day week but you would be expected to undertake occasional weekend and evening duties.

Confor, as employer, will be responsible for overseeing delivery against the work plan, and for monitoring progress and performance against the agreed outputs.

Your salary will be up to £42,000 per annum with a 10% employer contribution to pension.

You will be entitled to 25 days leave a year plus public holidays.

You will be entitled to 3 months' notice of termination of employment.

Necessary travelling and subsistence expenses will be paid on presentation of valid receipts.

There will be a probationary period of six months.

Application

Please complete an application form together with a CV and covering letter and send to info@confor.org.uk

The closing date for applications has been extended to 7th December 2020

For further information regarding the post

Please contact:

Roland Stiven

Timber Transport Forum

59 George Street

Edinburgh EH2 2JG

roland@confor.org.uk

0776 427 3116