

## Job description: Community Woodland Manager

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| <b>Location:</b> | Broadford, Isle of Skye, and home based (hybrid role) |
| <b>Contract:</b> | 3 years, with potential to extend subject to funding  |
| <b>Hours:</b>    | 0.6 FTE                                               |
| <b>Salary:</b>   | £32,000 pro rata                                      |

### ***Background***

Broadford and Strath Community Company (BSCC) is a charitable Company Limited by Guarantee with a volunteer Board of Directors elected by a community membership. BSCC owns ~31ha of woodland, including 12.4ha recently purchased on behalf of the community with support from the Scottish Land Fund and Highlands & Islands Enterprise. We are seeking to appoint a Community Woodland Manager to manage the site, implement the Woodland Management Plan and develop the long-term sustainability of the woodlands as a community asset.

We require a person with relevant qualifications and demonstrable experience in forest or land management, recruiting and leading volunteers, and excellent organisational and management skills. Strong communication skills and an ability to motivate and inspire others with a commitment to development at a local level are also required.

### ***Purpose of role***

Through implementation of the Woodland Management Plan, to promote and coordinate community involvement in the management of the woodland, and develop the woodland as a venue for community volunteering and nature restoration.

### ***Main responsibilities***

#### Woodland management

- Ensure successful delivery of BSCC Woodland Management Plan in alignment with Scottish Forestry requirements.
- Obtain any necessary permissions and ensure all practices comply with relevant legislation.
- Tender and manage roading, timber harvesting and other contractors as necessary.
- Oversee invasive species removal and restoration of peatland/wetland areas.
- Undertake detailed planning for restocking with native species, including deer protection, working with Broadford Community Tree Nursery Project Officer and volunteers.
- Work with local community to plan and begin delivery of woodland path network.
- Identify and pursue funding opportunities for project development and staffing.

#### Community engagement and inclusion

- Ensure that meaningful community involvement is embedded within the project.
- Coordinate and promote Community Liaison Group.
- Develop and oversee volunteer programme, including recruitment, training and skills development.
- Develop learning and engagement opportunities, working with partners as necessary, and share learning with other community and woodland groups.
- Prepare all publicity, updates and communications relating to the project.

### Stakeholder engagement

- Build and maintain strong relationships with stakeholders including landowners, local businesses, community groups, statutory and regulatory bodies, and funders.
- Identify and pursue opportunities for partnership projects as appropriate.

### Development projects

- Explore feasibility for additional projects, e.g. wood fuel, commemorative trees and woodland crofts, to support the long-term sustainability of the community woodlands.
- Develop projects as appropriate.

### Monitoring, evaluation and reporting

- Manage budgets and resources to ensure effective project delivery.
- Ensure safety and compliance, including risk assessments and implementation of BSCC health & safety policies.
- Maintain clear records of project progress, outputs and funding-related documentation.
- Prepare and submit reports, grant claims and evaluations to project funders.

### **Reporting**

The post-holder will report to the BSCC Board of Directors and will be line managed by a Board member. They will collaborate with the Community Coordinator and work with other colleagues as required.

### **Person specification**

Experience, skills & knowledge

Essential:

- Appropriate Forestry or Land Management qualifications.
- Experience of woodland management planning and forestry operations.
- Experience of recruiting, leading and managing volunteers.
- Experience of project development and management.
- Experience of budgeting, record keeping and financial administration.
- Strong communication skills – written and oral.
- Strong time management skills – ability to manage own time and the time of others.
- Good digital skills, including confidence with email, online meetings, file management, standard office software (e.g. Microsoft Office) and cloud-based systems (e.g. Dropbox).
- Full driving licence.

Preferred:

- Experience of developing and submitting funding applications.
- Appropriate certification for outdoor work (chainsaw ticket, etc.).
- Experience in working with timber and wood fuel.
- Understanding of native woodland restoration and community woodland management.
- Experience using mapping software.
- Experience of community consultation or engagement.
- Current First Aid or Outdoors First Aid certificate.
- Current tetanus vaccination.

Personal qualities

- Enthusiasm for community driven sustainable development.
- Ability to work as part of a team and under own initiative.
- Ability to motivate and inspire others.
- Physically fit and able to work hard out of doors in all weathers and be involved in a range of physical tasks.

### **Terms and Conditions**

- This is a three-year contract, with potential to extend subject to funding. There will be a 6-month probationary period, and performance will be subject to regular review.
- This is a hybrid role. The post holder will be expected to spend minimum 60% of their time working in Broadford at the Growers Hub office hot desk and on-site at the woodland, and remotely from home for the remaining time. On-line computing facilities will be provided.
- The post is 0.6 FTE (Full Time Equivalent), equating to an average of 22.5 hours per week.\* The post holder may be required to work flexible hours, where necessary, to meet the demands of the post. Time off in lieu will be given.
- Salary £32,000 pro-rata plus 3% pension contribution.
- The Community Woodland Manager will use his or her car for work related journeys. It is the responsibility of the post holder to ensure that their insurance covers them for this purpose. A mileage allowance based on Inland Revenue recommended mileage rates will be payable monthly in arrears. This will not be payable for the journey to and from work.

\*NOTE: While 60% FTE is preferred, a lower % may be considered. If this is a requirement please state this in your application.

BSCC has an equal opportunities policy to ensure all members of staff and all applicants for employment will be given equal opportunity irrespective of sex, marital status, race, colour, nationality or ethnic origin, in all aspects of recruitment, employment, promotion and training. BSCC is committed to giving full and fair consideration to people with disabilities applying for this post who possess the relevant skills and experience.

BSCC is committed to advancing the Scottish Government Fair Work First Policy and the criteria as set out within the Fair Work First guidance document. Our Fair Work First statement can be viewed on our website at: <https://www.broadfordandstrath.org/about-bscc/public-documents>.

### **How to apply**

Please send a CV and cover letter outlining how you meet the person specification to: [mail@broadfordandstrath.org](mailto:mail@broadfordandstrath.org), using the subject heading **Community Woodland Manager**.

Deadline for application: **9am, Monday 19 October 2026**

Interviews are anticipated to be held in the week commencing 2 November.

For further information about Broadford & Strath Community Company visit [www.broadfordandstrath.org](http://www.broadfordandstrath.org)  
For further information about the woodland visit [www.broadfordandstrath.org/project/community-woodland](http://www.broadfordandstrath.org/project/community-woodland)

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