



Job Opportunity: **Woodland ACTION Officer**

Salary: £35,000 p.a. (Full time role, but part time/job share options considered)

Contract: Until 31 October 2026 (with potential for extension)

Dumfries & Galloway Woodlands is a new initiative with ambitious goals.

We want to provide a local and tangible response to the biodiversity and climate crises, supporting trees, habitats and the people that depend upon them.

Trees are a vital part of what we do and we are now recruiting for a Woodland ACTION Officer to support broadleaf and native woodland creation across the region.

From small projects consisting of a handful of well-chosen trees, through to larger regeneration schemes that form part of ecological restoration on a landscape or catchment scale, we need someone with experience and love for trees to really help us make a difference!

Headline objectives of the Post:

- Create and support a pipeline of native woodland creation proposals across the region, drawing upon national and regional funding opportunities
- Provide advice to landowners and community groups for existing woodland sites
- To make sure Dumfries & Galloway seizes every opportunity to provide a response to the Climate & Biodiversity Crises.

How to Apply

Applications welcomed! Please send an up-to-date CV and a covering letter setting out why you are interested in the role to mcnabb.laurie@dgwoodlands.org **by 9am on 8th April.**

If you are interested on a part time/job share basis, please detail this in the covering letter. If you would like to ask any question or discuss the role, feel free to contact McNabb on 07538 798837.

The Woodland ACTION Officer will be an employee of Borders Forest Trust (Scottish Charity #024358), benefitting from their experience and administrative support, but will be working in Dumfries & Galloway on the Dumfries & Galloway Woodlands Initiative.

This role is made possible thanks to funding secured from the National Lottery Heritage Fund.



JOB DESCRIPTION

Title: Woodland ACTION Officer	Salary: £35,000	Location: Office base in Balmaclellan Smiddy, but flexible working supported.
	FTE: 1 – 37.5 hrs / week (part time considered)	Contract: Until 31 October 2026.
Responsible To:	Dumfries & Galloway Woodlands (DGW) Manager	
Responsible For:	Volunteers, Interns and contractors	
Job Purpose:	To inspire, support and deliver native tree projects across Dumfries & Galloway, supporting wider ecological restoration ambitions and providing a response to the biodiversity & climate crises.	
<p>Job responsibilities. This includes, but is not restricted to:</p> <ol style="list-style-type: none"> 1. Developing a pipeline of native tree planting projects across the region, working with private landowners, businesses and community groups. 2. To create & nurture partnerships with all sectors and stakeholders, developing projects that provide a response to the biodiversity & climate crises. 3. Providing input and support at each stage of a native woodland creation proposal to maximise the benefit delivered. 4. To improve the conservation management of ancient woodlands by building on the Ancient Woodland Inventory (AWI) of the region and exploring the potential for survival, restoration and expansion of ancient woodland remnants. 5. To advise landowners and community groups on relevant national and local support schemes that can support their ambitions. 6. Administering the South of Scotland Tree Planting Grant Scheme, supporting applicants in their ambitions for small-scale native tree planting. 7. Harness developments in GIS and digital mapping technology to maximise support offered. 8. To work innovatively with the commercial forestry sector to maximise public amenity and biodiversity benefits from planting proposals in the region. 9. Supporting efforts to maximise local supply chain opportunities in the woodland sector – including tree nurseries and local skillsets and employment opportunities. 10. To act as a local contact for national initiatives surrounding topics such as Atlantic Rainforests and habitat/species protection efforts. 11. To work closely with other members of the team to ensure all project and broader scheme events complement and support the aims of Dumfries & Galloway Woodlands 12. To secure match funding as required – both for DGW directly, and to support project partners. 13. Support communications methods through a variety of channels including social media website, social media, newsletters and media contact. 14. Support wider volunteering activity within the DGW projects and partner activities. 15. To ensure all projects are undertaken in accordance with all statutory requirements. 16. Develop and lead public events and engagement opportunities. 17. To support and develop DGW membership. 		

Requirements <i>Essential (E) or Desirable (D)</i>	E	D
1. Education and Training		
Degree level qualification or three years relevant experience	E	
Project Management qualification		D
Ongoing commitment to CPD	E	
Membership of an appropriate professional body (if available)		D

Requirements <i>Essential (E) or Desirable (D)</i>	E	D
4. Knowledge		
Microsoft Office	E	
GIS / Mapping software	E	
An understanding of current issues facing D&G communities, inc. economic, social and cultural issues.		D

2. Experience	E	D
3 years working in the Woodland or Forestry sector	E	
Knowledge of funding schemes such as the Forestry Grant Scheme (FGS)		D
Working with Ancient Woodlands, identifying and undertaking appropriate management actions		D
Fundraising experience		D
Working with private landowners and community groups to deliver maximum benefit to all parties	E	
Involvement in Natural Capital discussions		D
Overseeing planting projects in the wider context of ecological restoration		D

5. Personality Factors	E	D
Confident and outgoing	E	
Self motivated	E	
Team Player	E	
Reliable	E	

3 Skills and Abilities	E	D
Proficient use of Microsoft Packages	E	
Good written communication skills	E	
Good verbal communication	E	
Record keeping/organisational skills		D
Good customer relationship skills	E	
Delivery of Woodland advice and legislation advice to internal and external stakeholders	E	
Able to work collaboratively with other agencies, partners and key stakeholders	E	

6. Other Requirements	E	D
A boundless enthusiasm for Broadleaf and Native Woodlands, and the variety of benefits they can deliver for Dumfries & Galloway	E	
Flexible approach to work duties	E	
Works well independently and as part of a team	E	
Observe requirements for confidentiality	E	
Driving Licence, willingness to drive, access to a car	E	