

Job Description - Active forests Coordinator (PB6a)

Job summary

As an Active Forests Coordinator, you will have the unique opportunity to curate a diverse programme of physical activity, health, and well-being experiences in the nation's forests. As part of the innovative Active Forests programme, your role will focus on creating and facilitating engaging and enriching activities for new and returning visitors. Together, we will enhance the well-being of our visitors by promoting physical activity and fostering meaningful connections to nature.

Key responsibilities & accountabilities

- Develop and implement engaging physical activity, health, and wellbeing experiences for visitors and communities.
- Encourage meaningful connections between individuals and nature by innovative programming.
- Collaborate with a passionate team to enhance the overall wellbeing of our visitors.
- Prepare to make a lasting impact in our vibrant forest environment!

Here's a snapshot of your responsibilities:

Delivery: you will spearhead the site's sustainable, customer-focused physical activity and wellbeing programmes. They will bolster Forestry England's financial, social, and environmental goals, encouraging a thriving community and conserving the nation's forests.

Monitoring and evaluation: you will be responsible for making sure our programmes are effective and efficient. This involves collecting valuable data through innovative techniques, leveraging social media platforms, to enhance and refine the Active Forests Programme's activities.

Marketing: you will play a pivotal role, so our activities are marketed effectively engaging and attracting the target audience, maximising the impact of our activities.

Manage stakeholder relationships: build strong relationships with external partners, tenants, and concession operators. Collaborate with local agencies, such as the Active Partnership, and local physical activity, wellbeing providers and networks.

Represent Forestry England: participate in stakeholder meetings, events, and volunteer programmes to showcase Forestry England's great work and foster community engagement.

Maintain health and safety: co-ordinate emergency procedures, provide first aid, complete accident and incident reports and follow health and safety guidelines.

Promote responsible visitor behaviour: Communicate with visitors about responsible visitor behaviour and professionally manage and resolve potential conflicts.

As a Recreation team member, you'll support the team with:

- Creating exceptional visitor and community experiences.
- Maintaining and enhancing recreational facilities.
- Co-ordinate engaging community activities.
- Support volunteering opportunities to grow and sustain the Active Forests offer in the nation's forests.

And any other tasks, reasonably requested by your line manager.

Location-specific information

As the Local Events Lead, you will coordinate and support a range of events delivered both internally and by external organisers, ensuring successful planning and on-site delivery. The role also includes supporting wider Forest Centre operations during busy periods and undertaking facility inspections and routine maintenance to maintain a safe and welcoming environment.

You will be working flexibly over a 7-day week, working weekends, bank holidays and evenings to support the business.

Skills, knowledge & experience

Essential professional and technical experience

- Working in a public-facing role delivering high-quality customer service requiring excellent spoken and written communication skills in person and using a variety of digital platforms.
- Practical experience of planning and co-ordinating public engagement activities.
- Excellent team-working skills and the ability to work with dispersed team members.
- Practical understanding of health and safety best practices and a commitment to a positive health and safety culture in an outdoor environment.
- Competent IT user with experience in MS Office suite of applications.

Desirable professional and technical experience

- Experience working with various social media platforms.
- Experience of project and contract management.
- Experience of working with volunteers.

Qualifications

Essential

- Full UK driving license.
- A GCSE in Maths and English or functional skills equivalent

Desirable

- HND or equivalent in land or recreation management, tourism or leisure or similar.
- First aid
- Health and Safety qualification