

Job Description - Compliance supervisor (PB6a)

Job summary

As Compliance Supervisor, you will support operational delivery at Bedgebury Pinetum by ensuring compliance with relevant legislation and maintaining records to create a safe and enjoyable environment for both visitors and employees. You will assist with operational volunteering activities, ensuring safety and efficiency, while contributing to Bedgebury's vision of being a world-leading centre for conifer conservation and connecting people with trees.

Key responsibilities & accountabilities

Operational work and compliance -

- assist curator in managing contractors and contract supervision
- support the Pinetum works supervisor in the operational delivery of the annual work programme
- liaise with the Forestry England mechanical engineering team, booking in services, required maintenance in line with manufacturers guidelines and arranging annual LOLER inspections
- act as Tree Team liaison with events team ensuring all activities are coordinated, well planned and carried out in a safe and efficient manner
- ensure all health and safety records are stored and updated
- act as tree team lead for managing practical volunteers, making sure all tools and equipment are provided for tasks and are well maintained
- in collaboration with curator organise volunteers' works programmes and scheduling
- manage connections (in-house system) records and communications for groups being supervised - ensuring records are correct, updated in a timely fashion and all volunteer hours accurately recorded
- closely collaborate with the volunteer coordinator to ensure that management of volunteers is completed in line with best practice
- review delivery of volunteering ensuring that Forestry England resource is utilised with the greatest possible efficiency

Location-specific information (optional)

Based at Bedgebury National Pinetum

Skills, knowledge & experience

Essential professional and technical experience

- experience of working as part of a team
- understanding and applying health and safety legislation
- ensuring compliance with legal and organizational policies
- supporting cross-functional teams during events or projects, including managing expectations of key stakeholders
- ability to problem solve complex queries and situations

Desirable professional and technical experience

- working in the horticultural industry
- supporting volunteer engagement and activities, or working with volunteer groups
- an understanding of Global Information Systems (GIS) or other forest/land mapping systems and their application

Qualifications

Essential

- a GCSE in Maths and English or functional skills equivalent
- health and safety knowledge - evidence of understanding health and safety practices
- competent IT user with experience in MS Office suite of applications

Desirable

- volunteer management training
- qualification in land or conservation management