

Job description - Forest centre manager (PB5)

Job summary

As a Forest Centre Manager you will be responsible for the recreation operations and visitor experience at Jeskyns Community Woodland and a variety of other woodlands across the Kent and East Sussex area. You will be managing the recreation team, overseeing health and safety compliance, managing the budget with a focus on increasing income generation, contract management and overseeing asset management. Working with internal and external stakeholders you will be enhancing and delivering an excellent visitor experience.

Key responsibilities and accountabilities

- lead and manage the recreation team through coaching, support and promoting a positive and inclusive culture.
- ensure compliance with health and safety guidance, and communicate the importance of working safely, to manage risks across operations for staff, volunteers, the general public, and contractors.
- manage income and expenditure against budgets and report on variances, identifying areas for commercial growth
- undertake contract management for recreation-based contracts such as cleaning, vegetation management and gate locking
- lead on building and asset management, including facility inspection audits and civils programmes
- work closely with other departments such as Sustainable Land Management, Civils, Ecology, Estates and Marketing
- build and maintain good working relationships with external partners, tenants, and concession operators
- participate in relevant internal meetings providing updates and site information. Represent Forestry England at external meetings when required.

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

Location-specific information (optional)

Skills, knowledge and experience

Essential professional and technical experience

- evidence of working within a busy recreation / public facing role in a similar environment.
- managing or supervising staff, volunteers, contracts, and contractors.
- experience of managing health, safety and wellbeing including accident investigation and reporting.
- understanding of budget management.
- competent IT user with experience in MS Office suite of applications and ForesterWeb.

Desirable professional and technical experience

- understanding of Forestry England recreation management practices.
- knowledge of managing volunteers.
- project management.
- managing tenants and/or partnership businesses.

Qualifications

Essential

- a GCSE in Maths and English or functional skills equivalent.

Desirable

- a degree or equivalent in relevant discipline.