

Job Description – Recreation & Public Affairs Manager

Job Summary

In collaboration with other senior leaders, you will help to deliver our district strategic and business plans in line with our national Growing the Future strategy. You will lead by example and report to the Head of Recreation and Public Affairs.

You will play a lead role in the district recreation and public affairs leadership team. You will support Forest Centre (visitor attractions) and beat managers in the management and development of the recreation offer across large parts of the district, which manages 240 woodlands and covers a quarter of England's land area. Connecting more people with the nations forests while delivering sustainable finances.

Your role will be varied and will include; leading on significant district recreation programmes, overseeing the operation and development of significant visitor attractions, providing technical advice, auditing and supporting to ensure compliance with policies, guidance and protocols; identifying investment opportunities for recreation income growth; overseeing the delivery of agreed projects and work streams; management support and guidance for a range of managers; supporting teams in managing visitor pressures and queries; representing the district and organisation at internal, national and external meetings.

The post is full time, working 37 hours a week. The post holder will be required to work flexibly with some out of hours and weekend working necessary to support teams and cover emergencies; it will also require travel across a variety of locations within the District on a regular basis. This may lead to the occasional requirement to stay overnight.

Key Responsibilities & Accountabilities

Leadership

- Contribute to the Districts one team approach, working collaboratively with a cross functional vision & approach. Ensure good working relationships with sustainable land management, estates, civills and business support colleagues as well as with National colleagues, business partners, customers, stakeholders and the public.
- Form part of the senior Management Team, leading by example in demonstrating Forestry England Values, being a visible H&S Champion etc.
- Act as coach, mentor, leader, professional, with a delivery focus.

Team & Line Management

- Line management including Forest Centre Managers plus project leads
- Ensure Business Plan objectives are reflected in team & individual plans
- Support team skills development and personal development to enable delivery, promote manageable workloads, encourage good performance and manage risk.
- Deliver all works in line with policies and procedures including HR
- Build and maintain good team morale.

Operational Delivery

- Provide oversight of multiple sites including Forest Centres, ensure standards and agreed targets are achieved.

- Advise and support managers on facilities and recreation activities including events, permissions, volunteering, retail etc.
- Promote a just health and safety culture; audit compliance and put in place actions to maintain the required standards.
- Develop agreed business cases for investment, sponsorship, and partnerships.
- Deliver agreed business plans to achieve sustainable finances.
- Maximise public benefit through work programmes and partnerships in line with available resources.
- Maintain good working relationships with external stakeholders, including KPI monitoring of business tenants, neighbour issues, delivery partners and funding organisations.

Recreation Projects

- Support the delivery of agreed projects including Access for All, Investment Pipeline etc.
- Lead on agreed district wide programmes that could include Forest Live delivery, civil engineering maintenance works, overnight accommodation development etc.

Location-Specific Information (optional)

Central England FD covers almost a quarter of England with diverse landscapes and communities ranging from the ancient woodland of Northamptonshire, the uplands of the Peak National Park to urban Manchester and Merseyside.

The District has 7 main forest centres plus over 200 other woodlands offering public access. The successful candidate will work closely with 2 other Recreation and Public Affairs managers meaning the exact split of sites and programmes will be confirmed once the successful candidate has been selected.

The post can be based at either our Sherwood Pines, Delamere or Cannock offices.

Skills, Knowledge & Experience

Essential Professional and Technical experience

- Leadership, Team management, Outdoor recreation management, Managing health & safety, wellbeing and incident management, Business acumen, Budget management

Desirable Professional and Technical experience

- Managing business partners and tenants, stakeholder engagement, partnership working, Project Management

Qualifications

Essential

- HND / degree or professional qualification in a relevant discipline, project management or over five years' experience in a relevant role.