

# **BUTE COMMUNITY LAND COMPANY (BCLC)**

## **JOB DESCRIPTION**

### **FOREST PROJECT MANAGER**

Reporting to: A nominated Director of the Board of BCLC

Duties to include:

#### **1 Overall operational responsibility for the development of Rhubodach Forest**

- To produce for the early approval of the Board;
  - A 5 year business plan for BCLC's work within Rhubodach Forest which will outline objectives, targets and milestones.
  - A forest management plan to indicate how BCLC's timber resource will be managed on an annual basis
  - A forest consultation plan to show how the local community will be consulted and how their participation in forest activities will be encouraged

#### **2 Liaison with and servicing the board**

- To report to the Board in respect of all financial and operational issues within Rhubodach Forest.

#### **3 Financial management and Fund Raising**

- To be responsible for the effective financial management of all activities within Rhubodach Forest, including the provision of regular management accounts, budgets and cash flow projections.
- To make appropriate applications for public and private sector funding to support the implementation of forest projects.
- To manage all grant awards, make timeous funding claims and report to funders as required.

#### **4 The support of Partnership Relationships**

- To work with funders, community groups and other partners to achieve the objectives of BCLC for Rhubodach Forest

## 5 Project Design and Implementation

- To take forward the detailed project design of the forest activities identified in the feasibility study. This will include:
  - completing any further feasibility/market research
  - establishing the detailed specification of project design and ancillary costs
  - securing necessary planning and other approvals which will be required
  - tendering of contracts (eg design team and contractor) in accordance with good practice and EU procurement rules
  - managing design teams and contractors
  - ensuring each project is completed satisfactorily, on time and within budget.

## 6 Evaluation and Monitoring

- To establish an evaluation and monitoring framework for the work of BCLC within Rhubodach Forest
- To implement the framework including the provision of regular reports to the Board and funders as appropriate

## 7 General Office duties

- To deal with all forest enquiries
- To be responsible for all forest related administration

## 8 Anything else reasonably requested by the Board of BCLC in respect of Rhubodach Forest

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