

HIGHLAND BIRCHWOODS –VACANCY (JUNE 2010)

Job title:	Project Assistant
Location:	Munlochy, Black Isle
Responsible to:	Project Managers
Terms & Conditions:	The appointment will commence ASAP, initial duration 6 months (FT) £16-18k per annum (pro rata) depending on skills/experience Please contact Carolyn Gethin on 01463 811672 with any queries

Background:

Highland Birchwoods

Highland Birchwoods was formed in 1992 as a partnership of the Forestry Commission, Scottish Natural Heritage and the Highland Council to promote best practice in woodland biodiversity and habitat management, rural development and integrated land use planning. To further our aims Highland Birchwoods works in partnership to develop and deliver multi-sectoral projects funded through EU, national and regional mechanisms. Highland Birchwoods is currently projects involved in projects with a total value of around £10 million. More information can be found at www.highlandbirchwoods.co.uk

Main Purpose of the Post:

This post is primarily to assist with the closing stages of the *Developing the Scots Pine Resource* project, although it is likely to also involve some work with woodfuel. The project assistant will report directly to the relevant project manager.

Main Tasks and Responsibilities:

- Assist in maintaining project records.
- Assist in preparation of reports and updates for project partners and other bodies as required.
- Assist in organising project related events.
- Assist in maintaining project websites.

Person Specification:

Desirable Knowledge and Experience

- Be proficient in Microsoft Office, including Excel and Access.
- Knowledge of timber utilisation and woodfuel
- Experience of forest management and forestry operations.
- An understanding of financial management and working to budgets.
- Experience of Arcview GIS Software.
- Degree in forestry/environmental management or similar.

Skills

- An ability to work to targets and prioritise workloads.
- An ability to work well in a team environment.
- Good communication & negotiation skills, both written and verbal, and the ability to adapt style and content depending on target audiences.
- Full driving licence.

General Detail of Employment:

- 6 Month contract with possible extension dependent on the availability of work and funding.
- Salary £16-18,000 per annum (pro rata) depending on skills/experience.
- Working both in an office and outdoor environment.
- Will at times require travel within Scotland
- May require international travel within Europe.

Interested parties should forward CV and covering letter to:

Carolyn Gethin, Highland Birchwoods, Littleburn Road, MUNLOCHY IV8 8NN by 11th June 2010.

(or by email to carolyn.gethin@highlandbirchwoods.co.uk)