



# THE WOODLAND

*presents*

## Job Description

### **Woodland Presenter (aka Venue Development Manager)**

#### **About Us:**

The Woodland Presents is a not-for-profit Community Interest Company working to help British woodlands flourish. One of our aims is to innovate the type of activities that happen in woods, and bring a wide range of people into contact with trees. This is an opportunity to come and help create and run The Glade, which we aim to be one of the best hireable woodland learning and events sites in the country.

#### **Who We Are Looking For:**

You love being with people, love hosting them and looking after them.  
You are super-organised, you consistently and systematically sort things out.  
You love working creatively and finding creative solutions to problems.  
You are able to forge ahead and get stuff done under your own steam.  
You love the outdoors and are passionate about people being in woodlands.  
You are good at managing your time, and using every available hour productively.  
You are flexible with your time and are able to work changing shift patterns.

It's not essential but it'd be great if:

- You have worked outdoors or in woodlands before
- You have venue management experience
- You are savvy with personal and social media marketing
- You have business development and/or managerial experience
- You are experienced at assessing health and safety and risk assessments

#### **What You Would Do:**

Primary Role:

- Respond quickly to new booking enquiries and process new bookings
- Manage the Nest bookings calendar and payments
- Help new 'Nest' users fall in love with us and build lasting relationships with them
- Listen to Nest users' needs and work out how we might accommodate them
- Meet with new Nest users and show them how to use the site
- Be available to handle any issues users have

## Secondary Role:

- Design new ways to tell people about the Nest and what we are doing
- Help create bespoke packages for peoples' events
- Attend bi-weekly meetings to dream up new ways to be awesome at what we do
- Make sure the site is clean and usable for our Nest users
- Help ensure the ecology of the site is enhanced by our being there
- Consider the needs of the woodland through all aspects of your work
- Be aware that you will need to help develop the systems you organise things by
- Be aware that as the enterprise and role develop, so too may the responsibilities

## Whats in it for you?

We firmly believe in a many-sided life. This job will entail working with your head, your hands and your heart, with other people and with your passion.

This role and its responsibilities are developing along with the site itself, whilst the job is initially part-time, there is scope for it to become full-time depending on how much demand is generated by the successful applicant. TWP is an exciting and ever-changing organisation, should you be the right person, there is also opportunity to integrate further into the organisation and help steer TWP into the future in a more managerial role.

**Term:** Initially a 3 month trial period leading to 12 month contract.

**Hours:** 21 per Week

## Wage:

£8.75ph

£8820 p.a

£15,705 Full-time Equivalent

## How to Apply:

We need you to let us know why you want the job and why you'd be good at it - *how* you do that is up to you! Write it, speak it, draw it, make it, film it...whatever way works for you, we want to see it. Alternatively, you can just send us a traditional CV. Please send all applications to: [info@thewoodland.co](mailto:info@thewoodland.co) by Monday 5th Feb.

Interviews on Friday 9th February