

Trainee Forester Programme 2021

Four positions – [apply here](#)

(Kielder, New Forest, Yorkshire and Thetford)

£27,235

(plus benefits and very competitive pension scheme)

Closing date, 23:55 on Monday, 3rd May 2021



Welcome

“Thank you for your interest in the Trainee Forester Programme, which provides a unique opportunity to join Forestry England and be part of the next generation of Foresters who will look after the Nation’s Forests”

Forestry England manages beautiful, diverse, and productive, publicly owned woods and forests. With over 250,000 hectares, we are the largest single land manager in England. We aim to connect everyone with the nation’s forests, caring for them to enable everyone to enjoy, wildlife to flourish and business to grow.

To make sure we can continue to care for the forests we own and manage we are committed to investing in the next generation of foresters, supervisors and apprentices to ensure we have the right staff with the right skills, in the right place.

The Trainee Forester Programme is just one route into Forestry England as we also offer a specific Graduate Scheme, Forest Craftsperson Apprenticeships and several other apprenticeship opportunities across the business. As a trainee forester we will provide you with varied, stimulating and challenging work combined with structured learning that will prepare you for leading

operational teams and being in charge of our forests. Over two years you will gain the necessary skills, experience and core competencies required to start a career as a forester; that’s not just becoming a technical expert, it also means you will become an advocate for what we do and a leader who can inspire confidence across the range of stakeholders we work with. At the end of your training, you should be prepared to move location to fill a permanent forester position within England, and we’ll help you do that.

In 2021 we are offering four trainee positions, one each in North England Forest District, East Forest District, South Forest District and Yorkshire Forest District. Successful applicants will be expected to start in the autumn of 2021 but exact dates will be agreed upon during recruitment.

We look forward to receiving your application.

James Simpson
Director of Operations –
Forestry and Land Management



The Organisation

Forestry Commission:

The Forestry Commission was founded in 1919 and over the last century has overseen a doubling of tree cover in England. The future looks even more exciting with the Government's ambition to plant 30,000 hectares of trees per year across the United Kingdom by the end of this parliament.

The Forestry Commission has three businesses. Forestry England, Forest Services and Forest Research.



We are lucky to have an extraordinary staff group of some 1500 people. Many of our staff have been with the Commission much of their careers and have a wealth of expertise and experience, coupled with a love for forests and sustainable land management that makes us a world leader in forestry.

Forestry England manages the nation's forests, which are around 17% of the country's woodland. These forests host over 230 million visits each year from the public, are home to a wide variety of habitats for wildlife and provide a major source of sustainable, home-grown timber.

Forest Services is the government's forestry experts and work to protect, improve and expand England's woods and forests. This is done by providing policy advice to government and leading delivery through regulation, incentives and protecting tree health.

Forest Research is Great Britain's principal organisation for forestry and tree related research. Forest Research is internationally renowned for the work they do in support of sustainable forestry.

The Commissioners' Office supports all parts of the Forestry Commission through their work on parliamentary matters, open information and data protection, and governance.



Why Join Forestry England?

With an annual turnover of £100 million, we are the largest provider of home-grown, sustainably produced timber in England. We sell around 1.4 million tonnes per year, nearly half the England-grown annual supply. We generate income from over 500 commercial partnerships and letting land and buildings for residential or commercial use.



Our forests

Over half of our landscapes are covered by statutory designations, including Sites of Special Scientific Interest (SSSI), Areas of Outstanding National Beauty (AONB) and

National Parks making them some of the most valuable habitats for nature. From carbon capture and flood prevention, to a positive impact on our mental health, the benefits our forests and diverse landscapes bring to society are valued at £22.5 million.

Our visitors

Our forests host 230 million visits each year, providing memorable experiences from live music and iconic arts projects to mountain biking, dog walking and Gruffalo spotting.



Our staff

We have over 1,000 dedicated members of staff and 1,900 dedicated volunteers looking after more land and more trees than any other organisation. There is a wealth of expertise and experience, coupled with a love for forests and wildlife that makes us a world leader in forest management.

Our plans

This is an exciting time to join Forestry England as we look to secure and grow our economic, social, and natural capital of our forests.

We have an ambitious business plan to create and nurture superb forests for all to enjoy, wildlife to flourish and business to grow. We will contribute up to 2,400 ha of new woodland as part of the government's England Tree Planting Programme and understand the many benefits our forests bring to the economy, society, nature, and the wider environment. We will also identify new ways to generate income and explore new business opportunities and partnerships.

We will strengthen our engagement with our visitors to foster lifelong connections, while encouraging new and diverse groups to use and connect with our forests. We will also increase and strengthen our Forestry England brand.



Diversity & Inclusion

We passionately believe in equality, diversity & inclusion and we match that belief with action.

At the Forestry Commission, we know that we are stronger as a business when our workforce is diverse and inclusive. Everyone who works for our organisation is unique.

We want to ensure that every single member of staff feels truly valued and included so that they feel able to share their diverse and unique perspectives and reach their full potential.

Our Diversity and Inclusion strategy sets out how we are doing this, making sure we fulfil our obligations under the Equality Act 2010: seeking to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity, and foster good relations between those who share a protected characteristic and those who don't.

Our Women in Forestry programme was formed in 2019 to make positive changes for women in our workplaces.

As part of this programme of work we have launched new diversity and inclusion training; rolling out a board game called 'Equally Yours'

and an Inclusion Ambassador Programme. In the 2020 we launched two new employee networks, our LGBTQ+ Supporters Network and BAME Inclusion group. We are planning to launch a Carers Network and Disability Network in 2021.



Our Diversity and Inclusion strategy includes making the Nations Forests accessible and welcoming to all visitors. In our annual Forest Live concerts we are working towards the Gold Standard of the Attitude is Everything Charter. 'Attitude is Everything' are leaders in ensuring inclusive music for all.

While we know there is more we can do to improve, we also have a lot to celebrate. There are challenges and areas where are working

harder to see improvement, with a new focus on increasing the representation from Black, Asian and Ethnic Minority communities both in our staff base and in our visitor numbers.

This is something we are committed to improving on alongside an outreach strategy raising awareness of the diverse range of careers available in forestry to underrepresented communities. It is an exciting time to be joining the Forestry Commission as we seek to make it a more inclusive and diverse organisation.

"The inclusion ambassador programme is fantastic; it represents a proactive resolve to further the positive culture changes that have been happening within the organisation. There is still work to do, but I for one am proud to be part of that work." **Interpretation Support Officer and Inclusion Ambassador**

"I just had to put finger to iPad to congratulate you on the fabulous Paul Weller concert that I attended last night. I am a disabled wheelchair user and my goodness, I felt like royalty! The staff were so helpful and everything was brilliantly organised. Nothing was too much trouble. The disabled area was well thought out and managed and I thoroughly enjoyed the event. This has to be THE BEST outdoor event I have ever been to in terms of organisation, congratulations to all involved!" **Feedback from visitor at Forest Live concert**

About the role

Job Title

Trainee Forester
(PayBand 5)

Locations x 4

South Forest District –Lyndhurst
North Forest District – Grizedale
East Forest District – Thetford
Yorkshire Forest District – Pickering

You will be asked to express a preferred location at the application stage.

Salary

£27,235

Alpha Pension Scheme, 27.1% employer and 5.45% employee pension contributions.

For more information on the choices available please

see: <https://www.civilservicepensionscheme.org.uk/>

Existing Civil Servants will be appointed in line with the Civil Service pay rules in place on the date of their appointment.

Contract Type

The post is offered as a permanent appointment.

The Role

Forestry England is offering four new trainee positions as part of the Forester Development Programme to bring in new Foresters to help support the future management of the nation's forest.

The posts will be permanent from the outset; however will involve a two year posting to a Forest District (FD) within England to attain the necessary skills, experience and core competencies required to become a Forester.



At the end of the two years the successful candidates will be able to apply for (or in some cases maybe posted into) permanent Forester positions within England. The roles may be based at any of our sites across England. Any such relocation will be under the terms of the Relocation Policy.

As a fully qualified Forester the post holder will be awarded Operational Pay, which provides additional salary to cover the additional hours and on call demands.

What do others say?

Shona Morton (2019 intake)



I've really enjoyed taking a lead on new projects, like coordinating plans for a big harvesting and restock programme on site

with tree disease issues. I'm no expert in the forestry ops, ecology surveys, civil engineering or planning applications involved (yet!) but working with these teams to dovetail what they do and help everyone understand the deadlines has been a real eye opener- and it's helping us deliver a better job on the ground.

I've also worked with local foresters and partners to shape designs for a new multi-purpose woodland and pitched in on supervising harvesting and health and safety on a site full of lockdown visitors! Tasks like these are stretching me in new directions, which is just what I needed.

I'm flying by the seat of my pants sometimes but that's just part of the process- learning and being supported by

colleagues as I go and making a practical contribution to my team's work is building my confidence and my skills.

As a Trainee I'm encouraged to link in with learning opportunities like the webinars and site visits the Institute of Chartered Foresters and Royal Forestry Society offer as well as more formal training in house. This is giving me a wider perspective on technical issues like climate change mitigation and it's also a good way to find out how Forestry England's priorities and ways of working compare across Districts and with the wider world of forestry.



If you're up for reality testing what you've learned from your studies or keen to put transferable skills from another career to work in forestry - becoming a Trainee is a great option.

Ali Burton (trainee in 2018)



My first experience of the Forestry Commission was through volunteering at my local woodland, the Wyre Forest, back in 2013. This

experience eventually helped me to get a role as an Apprentice Forest Craftsperson in the north highlands of Scotland. Spending five years up in the Highlands and Islands gave me a broad range of experiences including practical forestry work, grants and regulations and operational site management, which in turn helped me successfully secure the role of Trainee Forester in the North England FD in November 2018.

I was at a point in my career where I felt ready to take on more responsibility, and the advert for a Trainee Forester really caught my eye as it seemed to be a 'small step' to becoming a Forester, with

the guarantee of a full time Forester's role at the end of it.

As a Trainee Forester I spent six months doing various projects across the district to assist with the operational programme. One of my key work areas included managing tree safety; engaging contactors to fell trees that posed a danger to life. Another challenge was managing restock sites through marking out drains and planting areas, undertaking stocking density checks and managing fencing contractors.



Alongside these roles I was also given the task of carrying out an audit of the forest road network across Kielder Forest to determine the need for future investment in relation to the district's tree harvesting programme. These first few months were an important learning curve, and an opportunity for me to gain a better

understanding of some of the wide variety of skills required of Foresters.

After these first few months as a Trainee I was successful in securing a full time post as a Harvesting and Marketing Forester within North England FD, meaning I left the programme early. In this, my current, role I manage an in-house team of forest machine operators and support staff in order to ensure the production and supply of timber to saw mills across the region. Taking on the role of Forester saw me fulfil an ambition I first set when I first started my career up in the Scottish Highlands, and the Trainee Forester programme has played an important stepping stone in achieving this.

You could say the six months I spent on the programme was essentially an extended job interview where I had to prove I was up to ultimate challenge of becoming a Forester. I am now continually learning and developing in my current role which provides challenge on a daily basis.

Luke Hemmings (trainee in 2015)



How do I sum up everything I learnt on the 2 year programme into something succinct and easy to digest? The best way for me to convey what it's really like is to let you watch the 2min interview I did for the Royal Forestry Society as part of their 'Real careers in Forestry' series:

<https://www.youtube.com/watch?v=plxE3ypzf3Y>

About the role

Foresters generally head up small teams of staff who are responsible for all the operations and forestry activities for a defined geographical area or “beat”. They generally line manage 3-5 staff which may include a work supervisor, craftspersons/machine operators and a wildlife ranger.

The Forester’s key responsibility is to lead their team to deliver economic, social and environmental work programmes arising from the Forest District Plans to help deliver the business plan objectives for the wider organisation.

Key Accountabilities:

- Manage the implementation of a range of forestry programmes and monitor operations to ensure adherence to industry best practice and internal Forestry England guidance taking corrective action where required.
- Undertake Operational Site Assessments and Risk Assessment

to minimise risks of forestry operations on safety and the environment.



- Prepare and manage budgets, ensuring that any essential variances are swiftly reported to the relevant manager.
- Procure, prepare and manage contracts successfully using Forestry England systems through to completion in line with Forestry England internal guidance.
- Line manage staff to give clear direction and support to deliver Forest District priorities. Undertake all relevant managerial duties e.g. performance review meetings.
- Take the lead on specific Forest District

project/s that will be assigned where opportunity arises.

- Undertake required work in other areas of the Forest District including Forest Planning and Recreation and Public Affairs which will involve dealing with the public and other stakeholders.



Line Management

The Forester role usually line manages 3-5 staff. Throughout your two year programme you may be given line management responsibilities for some staff as and when opportunities arise.

This may cover the day to day setting of work priorities and tasks for members of staff within your team as other management duties as the need arises.

Person Specification

You will need to persuade us throughout the application process that this would be the ideal programme and career for you and that you are the best choice for us.

These are the skills and abilities which we would expect you to have already or be able to demonstrate that you have the potential to develop. It is essential that you provide evidence and proven examples in your application against each of the selection criteria:

What are we looking for in terms of qualifications and experience?

The Institute of Chartered Foresters (ICF) has a list of qualifications that are recognised for ICF professional membership. This list is not exhaustive, but as a guide we are looking for Forestry related qualifications such as those that attract 6 ICF points. In your application you will need to set out the expertise you gained through your academic studies.

If you have qualifications that attract less than six points, we will look for you to demonstrate the experience you have of work in Forestry.

There is no mandatory level of qualification required to apply. If you do not have any forestry related qualifications you will need to clearly demonstrate your relevant forestry experience and expertise through your application.

Technical Skills

Essential

Have (or will attain by 1st October 2021) a recognised forestry related qualification and/or significant and demonstrable experience of working in forestry.

Experience

Essential

Demonstrate an understanding of the main forestry operations and the controls needed to protect people and the environment.

Know what constitutes an effective forest or woodland management plan and why this is fundamental to delivering well managed woods.

Have experience working in team situations and demonstrate an ability to effectively manage people and cope with challenging situations to get the best results for all concerned.

Be proficient in using Microsoft Office packages.

Desirable

Have practical experience working in forestry or other land management activities.

Be able to use technology such as GPS and GIS and understand its application in forestry.

Behaviours

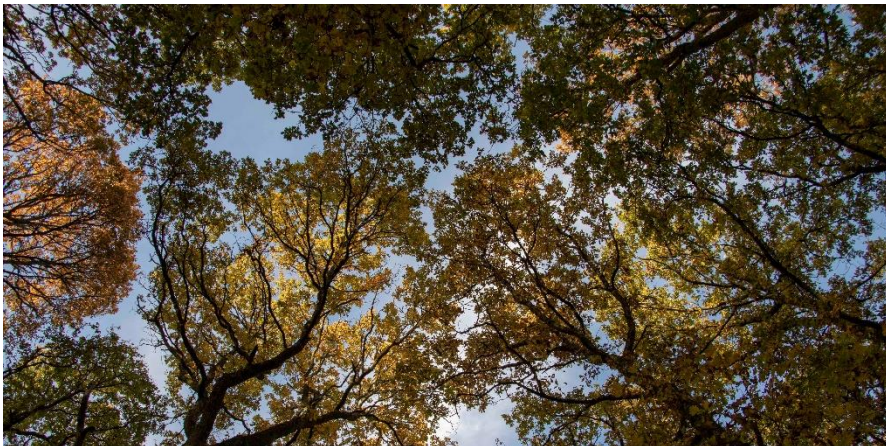
We use the Civil Service Behaviours to assess candidates across the Civil Service.

Further information on Civil Service Behaviours can be found at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/717275/CS_Behaviours_2018.pdf

We'll assess you against the following behaviours during the whole selection process:

- Seeing the Big Picture
- Working Together
- Communicating and Influencing
- Delivering at Pace

N.B. The Forester Role sits under Level 3 – HEO and SEO (p10-12)



Strengths

We use the Civil Service Strengths to assess candidates across the Civil Service.



Further information on Civil Service Strengths can be found at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/717274/CS_Strengths_2018.pdf

Technical Skills

We will assess your technical skills at both the application stage (see above technical skills criteria) and at the interview stage through a practical exercise or task.

The Recruitment Process

Application

This vacancy will use Success Profiles and will assess your Behaviours, Strengths, Experience and Technical Skills.

To apply for this post, you will need to complete the online application process accessed via the advertisement listed for this role. This should be completed no later **than 23:55 on Monday, 3rd May 2021** and will involve responding to several questions:

1. A **Statement of Suitability** (no longer than 750 words) using examples to explain how you consider your personal skills, qualities and experience provide evidence of your suitability for the role, with particular reference to the criteria in the person specification. **It is very important within the statement you provide clear evidence in the statement of how you have (or will attain by 1st October 2021) a recognised forestry related qualification and/or significant and demonstrable experience of working in forestry.** Additionally you must express a preference for location at this stage.
2. A **CV** showing the panel the experiences you have had to date and provide evidence of your suitability for the role, again, against the person specification.
3. Short real-life **examples (250 words) of how you demonstrate the behaviours** we are looking for throughout this process. These can be from work/academic or personal life as appropriate.

Failure to submit all three parts will mean the panel only have limited information on which to assess your application against the criteria in the person specification.

As part of the online application process, you will be asked a number of diversity-related questions. If you do not wish to provide a declaration on any of the particular characteristics, you will have the option to select 'prefer not to say'.

The information you provide when submitting your application is mandatory and will help us monitor our progress towards the Civil Service becoming the most inclusive employer by 2021. See the [Civil Service Diversity and Inclusion Strategy](#) for more information.



Shortlist

You will receive an acknowledgment of your application through the online process.

The panel will then assess your application to select those demonstrating the best fit with the role by considering the evidence you have provided against the criteria set out in the 'Person Specification' section. Failure to address any or all of these may affect your application.

The timeline later in this pack indicates the date by which decisions are expected to be made, and all shortlisted candidates will be advised of the outcome as soon as possible thereafter.

Assessment

If you are shortlisted, you will be asked to attend a panel interview in order to have a more in-depth discussion of your previous experience and professional competence in relation to the criteria set out in the Person Specification. This may be held virtually dependant on developments with COVID-19 and you will be advised of the format in advance.

The panel will provide limited feedback to all candidates interviewed and as part of this they may suggest other roles within Forestry England that you may be suited to applying for.



Offer

Regardless of the outcome, we will notify all candidates as soon as possible after the final interview.

Expected Timeline

We will try and offer as much flexibility as we can, but it may not be possible to offer alternative dates for assessments or interviews. You are therefore asked to note the below timetable, exercising flexibility through the recruitment and selection process, in order to meet the dates given. Please note that these dates may be subject to change.

The anticipated timetable is as follows (but is subject to change as a result of Covid-19 restrictions and staff availability):

Advert Closing Date	3 rd May 2021
Short List Meeting(s)	w/c 3 rd May 2021
Interviews	w/c 17 th May 2021

Benefits of working for Forestry England

Whatever your role, we take your career and development seriously, and want to enable you to build a really successful career with the Department and wider Civil Service. It is crucial that our employees have the right skills to develop their careers and meet the challenges ahead, and you'll benefit from regular performance and development reviews to ensure this development is ongoing. As a Civil Service employee, you'll be entitled to a large range of benefits.

Pension

Your pension is a valuable part of your total reward package.

A competitive contributory pension scheme that you can enter as soon as you join where we will make a significant contribution to the cost of your pension; where your contributions come out of your salary before any tax is taken; and where your pension will continue to provide valuable benefits for you and your family if you are too ill to continue to work or die before you retire.

Visit [Civil Service Pension Scheme](#) for more details.

Equality, Diversity and Inclusion

The Civil Service values and supports all its employees.

We have strong and pro-active staff networks, special leave policies for hospital appointments, reasonable adjustments put in place for those who need them, and diversity talent programmes to help everyone irrespective of background, to achieve their potential.

Generous Annual Leave and Bank Holiday Allowance

25 days annual leave on entry, increasing to 30 days after 5 years' service. This is in addition to 8 public holidays.

On top of your annual leave, you'll also receive an additional 2.5 days privilege days (pro-rata for those that are part-time)

You'll also have the option to buy, sell or carry forward any unused holiday each year

Staff Wellbeing

Flexible working including part-time or time-term working and access to Flexible Working Schemes allowing you to vary your working day as long as you work your total hours.

Generous **paid maternity and paternity leave** which is notably more than the statutory minimum offered by many other employers.

Childcare benefits (policy for new employees as of 5 April 2018): The government has introduced the Tax-Free Childcare (TFC) scheme. Working parents can open an online childcare account and for every £8 they pay in, the government adds £2, up to a maximum of £2000 a year for each child or £4000 for a disabled child. Parents then use the funds to pay for registered childcare. Existing employees may be able to continue to claim childcare vouchers, so please check how the policy would work for you [here](#).

Opportunity to apply for unpaid **Career Breaks**

A variety of **Special Paid Leave** to help cope with those unexpected times in your life, including parental and bereavement leave.

Free eye tests and occupational health to help keep you safe and healthy while at work

Employee Assistance Programme (EAP) giving you access to free, independent and confidential support available 24/7 phone counselling, legal advice and referral for face-to-face therapy

All staff are eligible to apply for up to £1000 worth of bicycle and cycling equipment through the **'Cycle to Work' scheme**



Discounted gym membership through our mylifestyle benefits scheme

Three paid volunteering days per year (pro-rata for those who work part time) so staff can give back to their local communities

Mental health awareness and Mental Health First Aiders who are a listening ear for staff and can help you access information, support and guidance

District **Wellbeing Champion events** and initiatives. Recent examples include online meditation and yoga

Free health check-ups via our health kiosks

Free parking at our Forestry England sites and free entry to our National Arboretums

Discounts on our Forest Live events

Learning and Development

Extensive District and National **induction programme**

Dedicated **in-house technical training team** to support our operational functions, ensuring that keeping people safe is central to everything we do

5 dedicated learning days a year to target the skills you need to take your career forward. You can do this in many ways from e-learning to traditional training, team activities to coaching and shadowing

Civil Service Learning online platform provides access to a host of high-quality training courses, workbooks, e-learning, and videos on a variety of useful and relevant subjects

Nurturing early talent through our Apprenticeship and Graduate Development Programmes

Each member of staff has a **Forward Job and Learning Plan** that sets out ways to develop and grow their skills

Regular learning lunches at both a District and National level

Sick Pay

Occupational sick pay.



FAQs

Do I need a specialised forestry degree to apply for the Trainee Forester Role?

No. You will need a Forestry Degree **and/or** significant, demonstrable experience of working in Forestry to apply. Details of what we mean by this can be found on the "person specification" section of this pack.

Who are we looking for?

You may have recently graduated from university or are embarking on the next step of your career. We welcome applications from those with the relevant qualifications and experience who have the desire to pursue a career as a Forester.

Can I apply if I'm in the final year of university/college?

Yes. You can apply in your final year of university if you expect to achieve an appropriate qualification by the time you start the programme.

How difficult is it to get onto the Trainee Forester Programme?

It's tough - we usually find we have a lot of interest, from high calibre candidates and in relation to the number of people we are looking for it means that the competition is very high.

Can I apply if I don't have a full UK driving licence?

The duties of this post require the applicant to hold and continue to hold a full current driving licence that enables them to drive in the UK (or obtain one before commencement of the post). You will be asked to provide your driving licence in order for us to validate that you meet this essential job requirement.

However, Forestry England is willing to consider any proposals put forward by applicants that would allow them to do the job by other means.

Is there an age limit for candidates applying for the programme?

No. There is no age limit for candidates applying for our Trainee Forester Programme as long as you meet the essential requirements.

If I've applied before can I apply again?

Yes.

When is the programme likely to commence?

The successful candidates will be expected to start in Autumn 2021. The start date will depend on when we are able to carry out

the recruitment, for the successful candidates, their exact start date can be negotiated upon recruitment.

Can I apply if I'm already working for Forestry England (permanent staff or agency)?

Yes, if you are interested in gaining the experiences that the programme will provide then you are welcome to apply. Please be aware that you will be required to vacate your current post to take up one of the Trainee Forester placements.

Will the role involve travel?

Regular visits to Forestry Commission sites throughout England and within the Forest District are expected.

Where will the role be based?

Various locations:

Pickering/Lyndhurst/Grizedale/Thetford

You will need to express a preference on location in your statement of suitability and will be asked about this preference again at the interview stage.

Do I receive financial help if I need to relocate my home to join the programme?

No, for your first move, you will be expected to find accommodation and move your belongings at your own expense.

However if you have particular trouble finding suitable accommodation which can be the case in more rural and remote areas, we will try to provide local knowledge/support to help source suitable rental accommodation.

Do I receive financial help if I need to relocate my home at the end of the programme?

Yes, if a move is required at the end of the programme you will be supported as per our normal relocation policy.

Can I claim back any expenses incurred during the recruitment process?

No. Unfortunately we will not be able to reimburse you, except in exceptional circumstances and only when agreed in advance.

What happens at the end of the 2-year programme? What are the career prospects like in Forestry England?

At the end of the two years the successful candidates should be prepared to move location to fill permanent Forester positions within England. If you have a disability, health condition and/or caring responsibilities, reasonable adjustments will be made to accommodate these; however trainees are required to be flexible in order to meet business needs.

Can I apply if I am not currently a civil servant?

Yes. This role is open to suitably qualified people in the external market and to existing civil servants and those in accredited Non-Departmental Bodies.

Is this role suitable for part-time working?

Because of the nature of this role, this is a full-time role and not available for part-time working. However, applications from job-share partnerships are welcomed. Flexible working arrangements will be considered.

What nationality do I need to hold in order to apply?

To be eligible for employment to this role you must be a national from the following countries:

- › UK nationals
- › Nationals of Commonwealth countries*
- › Nationals of the Republic of Ireland
- › EEA nationals with (or eligible for) status under the EUSS
- › Relevant EEA or Turkish nationals working in the Civil Service

› Relevant EEA or Turkish nationals who have built up the right to work in the Civil Service

› Certain family members of the relevant EU & Turkish nationals

*Individuals will need to demonstrate that they meet the relevant immigration requirements.

More information can be found by visiting [Gov.UK](https://www.gov.uk).

Reserved for UK Nationals?

Certain posts, notably those concerned with security and intelligence, might be reserved for British citizens, but this will not normally prevent access to a wide range of developmental opportunities within the Civil Service.

This is **not** a reserved post.

What reasonable adjustments can be made if I have a disability?

We are committed to making reasonable adjustments in order to support disabled job applicants and ensure that you are not disadvantaged in the recruitment and assessment process.

If you feel that you may need a reasonable adjustment to be made, or you would like to

discuss your requirements in more detail, please contact englandhr.services@forestryengland.uk in the first instance.

Do you offer a Guaranteed Interview Scheme for Disabled Persons?

Disabled applicants who meet the minimum selection criteria in the job specification are guaranteed an interview.

Selection will be on merit. If you wish to claim a guaranteed interview under the **Disability Confident** Scheme, you should complete the relevant section of the online application. It is not necessary to state the nature of your disability.

What do I do if I want to make a complaint?

The law requires that selection for appointment to the Civil Service is on merit on the basis of fair and open competition as outlined in the [Civil Service Commission's recruitment principles](#).

If you feel your application has not been treated in accordance with the Recruitment Principles, and you wish to make a complaint, you should contact englandhr.services@forestryengland.uk in the first instance.

Or write to:

England HR
Bristol National Office
620 Bristol Business Park
Coldharbour Lane
BS16 1EJ

If you are not satisfied with the response you receive, you can contact the Office of the Civil Service Commission.