

# URBAN FOREST STREET TREE COORDINATOR

## JOB DESCRIPTION

### **Reporting to: Urban Forest and Operations Manager**

Trees for Cities have a strong track record of delivering high quality and bespoke urban tree planting projects and edible playgrounds.

Our London and regional urban forest programme is a core focus for the charity. In London we now plant up to 25,000 trees each year through a programme of urban tree planting projects including; street trees, orchards, woodland creations, parks, open green spaces, estates and school projects.

We are looking for an experienced, highly driven and skilled individual to join the team to deliver and drive forward the urban forest street tree programme. The successful candidate will hold a nationally recognised qualification in either urban forestry or arboriculture and have experience of project managing delivery and management of urban tree planting projects.

## WHAT YOU'LL DELIVER

- Project manage a programme of urban street tree projects ensuring they are delivered safely in line with current health and safety practices to a high quality finish with an excellent level of customer service and value for money
- Act as the main point of contact for local authorities, tree officers, project partners, housing associations, schools and community groups to manage clear lines of
- Work with local authorities, Tree officers, project partners, housing associations, schools and community groups to secure appropriate tree planting locations
- Undertake site surveys and collect all supporting data required to produce well thought through and considered feasibility reports and plans to inform and drive forward planting strategies
- Source statutory services plans and work directly with consultants and contractors to undertake statutory service surveys on all street tree projects to inform tree planting locations
- Work with the Community Education and Volunteer Manager to agree plans for community engagement, developing informative materials to consult, inform and engage the local community
- Work with the Urban Forest Manager to produce recommended tree species lists from site surveys
- Build good relationships with established tree nurseries, select, source and order all trees and planting accessories, manage deliveries and care of tree stock

- Manage budgets for tree planting projects, monitor and forecast project spend to keep spend within budget and produce financial reports
- Work with the Community Education and Volunteering Manager to organise and deliver tree planting ceremonies, promoting and publicising the events to ensure a high level of participation, including designing and disseminating publicity materials to local communities, businesses, funders, VIPs, other stakeholders and schools and liaising with Marketing & Communications Team for pre- and post-event press
- Manage all health and safety for the street tree programme, keeping up to date with current health and safety legislation and best practice guidelines
- Undertake all contract documentation and specifications for delivery of standard tree planting programme, working directly with sub contractors to deliver the works programme.
- Undertake quality control and ensure works are delivered to agreed specifications and best practices, signing off works as completed
- Monitor and evaluate the delivery and impact of the tree planting programme
- Manage a three year maintenance programme to ensure successful establishment and monitor tree health
- Manage tree database, keeping records up to date

## HOW WE'LL MEASURE IT

- High quality street tree planting projects are delivered with good attention to detail, to a scheduled timeframe, within specified budget, and achieve project-specific social and environmental objectives
- Maintaining good partnerships with positive feedback from local councils, projects partners and other stakeholders on the planning and communication of the project
- Effective teamwork with other members of Trees for Cities
- Safe working practices effectively implemented and high safety record maintained on site

## WHAT YOU'RE RESPONSIBLE FOR

- Project manage the delivery and implementation of urban tree planting projects
- Developing good relationships and clear lines of communications with project partners, making sure they are kept up to date with progress
- Manage delivery of all works programmes on the ground, undertake spot checks to ensure works are being delivered on time, implemented as specified and follow best practices
- Developing good relationships with suppliers and contractors
- Undertake all health and safety management and contract documentation
- Produce policies, procedures, risk assessments, method statements, COSHH, and ensure that safe working practices are in line with current legislation and are implemented on site and at the operations base at Ruskin Park

## WORK EXPERIENCE

- Proven experience of project management and delivering street tree planting projects
- Practical experience of delivering complex logistics
- Undertaking practical tree planting activities
- Experience of dealing with multiple and diverse stakeholders
- Experience of working with contractors and local councils
- Experience of quality control management

## TECHNICAL KNOWLEDGE AND SKILLS

- A nationally recognised qualification in either arboriculture, ecology or urban forestry
- Practical experience of planting standard trees and maintaining urban tree planting projects
- Able to demonstrate strong project management skills
- Experience of working with local authorities, contractors, local residents and community groups
- Nationally recognised qualification and experience of health and safety management
- Excellent communications skills at all levels and the ability to work effectively with people of all ages and abilities
- Valid driving licence with towing entitlement and good level of experience of driving crew vans and towing trailers

## WHO WE ARE

Trees for Cities is the only charity working on a global scale focussed entirely on planting urban trees and providing volunteering opportunities to bring local people together. Originally established in 1993 as Trees for London, demand for our services has grown and we now plant trees in 25 cities across the UK and overseas.

Since our inception we have engaged over 65,000 people to plant 840,000 trees focusing on health, food security, and environmental protection and providing opportunities for education and learning through our Edible Playground and Urban Forest programmes.

Our vision to plant trees in cities is global. However, we know the importance of a local focus – we empower and work with local people to strengthen their community. We are a game-changing, ambitious organisation that sets the standard for urban tree planting worldwide.

## WHAT WE WANT

- A creative and ambitious individual who is self driven and can drive forward urban tree planting projects that can showcase Trees for Cities' Urban Forest Programme
- Excellent organisational skills and the ability to orchestrate complex logistical tasks, and use initiative to effectively solve problems as they arise
- Excellent attention to detail to produce a high quality end product
- Someone passionate about trees with a good knowledge of current arboriculture issues
- A strong team member with the ability to communicate effectively within the team and across the charity

## WHAT YOU WILL GET

- Salary 24k
- 29 days annual leave
- 5% contribution to pension scheme
- Four-week in-house induction and training
- Regular supervision meetings and team meetings
- Working as part of a supportive, highly motivated and driven team
- To work on our strategic street tree programme