



# Job Description

## Arboricultural Manager

**Reports to:** Projects Director

**Location:** London with some UK travel

**Working Hours:** Full time (5 days per week) some weekend work required

**Salary:** £ competitive

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## Purpose of job

The Arboricultural Manager is central to Trees for Cities' core mission to deliver urban tree planting projects is a far-reaching role where the person will be an advocate for the Charity's goals and its strategic approach, as well as developing, delivering and managing the day to day running of our urban tree planting and maintenance programmes. They will be expected to:

- provide technical expertise to support the development and delivery of our urban forest programme,
- be an ambassador for the charity on arboricultural matters, and
- support the charity to scope and develop strategic new programmes of work such as commercial tenders.

## Key Accountabilities and Responsibilities

- Establish and embed Trees for Cities' strategies on tree selection, site procurement, surveys, methodologies and the science behind delivery of our projects.
- Be responsible for planning and delivering effective urban tree planting programmes on streets, housing estates, wider public realm and open spaces, to meet time and budgetary constraints.
- Liaise closely with landowners, local authorities and general public, in particular with the communities who will be affected by our operations.
- Have overview of our urban forest, woodland, street tree, parks and public open spaces tree planting programmes, embedding good practice in the delivery programmes, including oversight of production of plant schedules, specification of associated materials, procurement, central budget and project budget management and invoicing.
- Manage training of staff reports as well as project-related training and supervision of corporate and community volunteers, to support successful delivery of tree and woodland programmes.
- Liaise closely with colleagues in landscape design and build teams, and in particular the urban forest, community engagement and volunteers (CEV) and corporate volunteering teams.
- Establish and reinforce the team's objectives and roles in the organisation
- Produce Arboricultural Impact Assessments and Arboricultural Method Statements to professional standards using recognized systems where needed.
- Have excellent working knowledge of biosecurity risks and the methodologies needed to manage them.

- Ensure correct health and safety procedures are in place, maintained and kept up to date, that teams are properly trained and follow procedures.
- Manage site planning, legislation and statutory issues including Tree Preservation Orders and other site-specific issues.
- Provide hands-on support for the development and delivery of tree planting projects.

## Knowledge, Skills and Experience Required

### Technical

The ideal candidate will have some of the following experience, qualifications and/or memberships:

- Arboricultural degree or equivalent (essential)
- Lantra Professional Tree Inspection Certificate and/or NPTC Certificate/s of Competence
- A recognised forestry qualification
- Licensed QTRA tree risk assessor and knowledge of THREATS risk assessment method
- Membership of a relevant professional association/body ideally the Arboricultural Association and / or Royal Forestry Society or Institute of Chartered Foresters
- Full Driving Licence (essential - towing, excavation and other additional driving skills desirable but not essential)
- Professionally relevant H&S training.

### CORE COMPETENCIES

- Excellent project & team management awareness, as well as own day to day management skills, with ability to deliver multiple projects at once
- Experience in running tree planting and maintenance programmes / projects
- Excellent analytical and report writing skills, with a proven track record in converting site assessments into materials suitable for wide readership including professional and community scrutiny
- Knowledge, or experience of using, Natural Capital and Ecosystems Services data when discussing and quantifying benefits of trees e.g. through i-Tree or other tools
- Minimum 10 years post qualification experience in consultancy or local authority developing projects, procuring external services through tender and other processes, and delivering a range of arboricultural and urban forestry projects
- The ability to communicate and work closely with local authority tree officers, planners, landscape architects, ecologists and other professionals
- Excellent IT skills with good working knowledge of Microsoft Office suite
- Good working knowledge of Adobe Suite and / or vector works; Tree mapping / management programmes (desirable)
- Experience of project management - able to deliver multiple projects at once
- Good working knowledge of project management software / tools e.g. Gantt charts, project planning and budget management income against expenditure etc.
- Up to date knowledge of health and safety legislation and related role specific issues regarding site safety and supervision

- Experience of leading outdoor workshops and demonstrations of good practice
- Able to work outdoors on a regular basis to engage fully in the physical delivery of tree planting programmes alongside team and / or contractors.

## General

Wider skill set and experience:

- Experience of public speaking presenting and disseminating information to a wide range of partners and stakeholders
- Excellent verbal communications skills, with ability to engage effectively internally and with external stakeholders
- Willingness to travel regularly for meetings and events in London and UK wide
- A positive approach with flexibility to adapt and change
- Ability to work up to 10 weekend days per year (with TOIL).

## Notes

Some weekend and evening work may be required particularly during the planting season (October to March). Occasional out of hours meetings may be required.

This job description is not exhaustive and is liable to review following discussions with the post holder. The post holder will be expected to undertake any other reasonable duties as requested by his/her manager.

All employees have a duty under the Health & Safety at Work Act to ensure that their working environment is kept free of hazards that may prove injurious to themselves, their colleagues, and all those engaged in the charity's activities.

The job holder may be subject to a Disclosure and Barring Service (DBS) check regarding suitability for working with children and vulnerable adults.

Trees for Cities is committed to the principles of equal opportunity.

## Staff Benefits

- 29 days annual leave plus bank holidays
- 5% contribution to pension scheme
- Company paid cash back Healthcare scheme with Simply Health