

JOB DESCRIPTION

JOB DETAILS

JOB TITLE:	Build Coordinator
REPORTS TO:	Build Team Manager (Operations)
STAFF REPORTS:	The jobholder will be expected to work with partners, EP team, Design Team and volunteers

PURPOSE OF JOB

The Build Coordinator role will be under day to day supervision of the Senior Build Coordinator and line managed by the Build Team Manager. They will be a skilled and efficient individual capable of constructing simple but high quality landscape projects that form part of TfC's Edible Playground programme.

The Build Coordinator will have skills not only in woodworking and carpentry, but also on a wider range of landscape construction and softworks implementation. They will have achieved national training certification in build related works and / or will be keen to achieve this as part of their ongoing development within the organisation. They shall take pride in the quality of their work, achieving the highest of standards in the delivery of each project against each design plan and directions.

The Build Coordinator role is key to the effective delivery of TfC's Edible Playground programme and as such they will act as eyes and ears on the ground during construction, ensuring they not only have a duty of care for themselves but also their fellow workers and end users. Under Health and Safety regulations they will be aware of their own responsibilities and ensure that they are followed in practice.

The Build Coordinator will be a clear and respectful communicator both internally with TfC staff and externally when engaging with their day to day contacts. They will engender positive working relationships within TfC to ensure a positive approach to delivery of each project within agreed time frames. They will use regular internal forums to share their experiences, review and learn as they progress and as the wider work programme develops.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

1. Construction of Edible Playgrounds

- Deliver high quality construction projects developing and using their skills to achieve a robust and high quality finish.
- Work effectively and efficiently as part of the Build team to achieve a safe, sustainable and lasting impact for end users.

- Effectively collaborate with and respond on a day to day basis to instructions from the Senior Build Coordinator. They will take overall steer and direction from the team Manager

2. Health and Safety on site and in the operations yard

- Ensure that they are aware of their own responsibilities under H&S regulations, ensuring safe working practices are effectively applied both on site and in their general working environment.
- Participate in relevant training throughout their employment with TfC.
- Contribute to risk assessments, method statements and other relevant H&S Management Plan requirements.
- Arrive at work on time and with the correct PPE and kit to perform the tasks they have been allotted.

3. People engagement

- Support TfC's CVO programme where appropriate and under the steer and guidance of the Corporate volunteer coordinators.
- Act as TfC's representative on site when the Senior Build Coordinator is not present and will be mindful of this role in their demeanour and in the way in which they communicate with partners, clients and the general public.
- Participate on occasion in TfC's volunteer events, including corporate challenge days (CCD's), engagement events with wider community, parents and school groups

4. Outputs

- Take pride in the quality of their work, continually striving to improve and refine their skills and knowledge.
- Be a good listener willing to take direction as well as sharing their knowledge with fellow team members.
- Undertake regular training as part of TfC's commitment as a supportive employer and will make use of regular forums to review and refine outputs and processes with other teams.

5. General

- Support their manager and the Senior Build Coordinator in providing project updates.
- Attend regular internal team and other meetings, regular 121s with their line manager, prepare for and attend performance appraisals as required.
- Co-operate with Trees for Cities' Health & Safety Policy, to receive essential training, understand and follow health and safety procedures.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

TECHNICAL	ESSENTIAL	DESIRABLE
Proven experience in landscaping & construction	X	
Woodworking and tool skills - ranging from carpentry hand tools & power tools	X	
A nationally recognised qualification in landscape construction and / or the ability to demonstrate excellent landscape	X	X

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construction knowledge and skills		
Able to understand technical drawings, accurately plot and set out schemes, understand levels, construction specifications, cutting lists and details.		X
Experience of participating and supporting outdoor workshops and events with schools, community or volunteer groups		X
Good IT skills including Microsoft Word, Excel, PowerPoint Gmail and Google Calendar		X
Valid driving licence	X	
Towing entitlement and good level of experience of driving crew vans and towing trailers		X
GENERAL	ESSENTIAL	DESIRABLE
Able to prioritise and time manage effectively, working to agreed targets and deadlines.	X	
A positive approach and the ability to cope with flexibility and change as Trees for Cities develops	X	
Effective, clear communicator and respectful interpersonal skills	X	
Able to work on weekends as required (some community planting days are held at weekends in autumn and winter)	X	
Able to travel within the UK with some overnight stays required	X	
Able to take direction and work as part of a team with a "can-do" attitude	X	

NOTES

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.

In line with Trees for Cities' Child Protection Policy, during the probationary period, the job holder will be required to undergo an Enhanced Criminal Records Bureau confirming that the job holder does not hold convictions which would prevent them from working with children.

Trees for Cities is committed to the principles of equal opportunity. We value diversity and are committed to promoting diversity within the workplace. We aim to ensure that our employees achieve their full potential and that all employment decisions, including recruitment, are taken without reference to irrelevant or discriminatory criteria. A full copy of our Equal Opportunities Policy can be provided on request.