

JOB DESCRIPTION

JOB DETAILS

JOB TITLE: Community, Education and Volunteer Coordinator

REPORTS TO: Community, Education and Volunteer Manager

PURPOSE OF JOB

The Community, Education and Volunteer team lead engagement activities for thousands of adults and children in Trees for Cities' tree planting programme. This role will join an existing coordinator and manager and work closely with the Urban Forest team to deliver multiple, overlapping projects with diverse London communities. This role is partly desk based and partly outdoor work.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

- Deliver outreach in diverse communities across London, approaching different groups and individuals with consultation and engagement activities.
- Organise and deliver community planting days for volunteers. This will include event promotion, volunteer recruitment and delivery of the events. Up to 10 Saturdays each year, mainly October - April, with time off in lieu.
- Book and deliver planting and educational workshops for schools and community groups.
- Create public facing materials, often to tight timeframes.
- Record data accurately for monitoring and evaluation.
- Order materials, receive deliveries, store and pack equipment safely.
- Work with the Marketing and Communications team to support social media and other activities.
- Attend regular internal team meetings.

- Co-operate with Trees for Cities’ Health & Safety Policy, to receive essential training to understand and follow health and safety procedures.
- Support other landscape delivery activities as required, such as corporate volunteer days.

HOW WE’LL MEASURE IT

- Good quality feedback from volunteer days
- High level of community engagement
- Completion of tasks on time and to a high standard
- Effective team work

SPECIFICATION	ESSENTIAL	DESIRABLE
Proven experience of organising and running community or volunteer events	x	
Proven experience of booking and running workshops	x	
Proven experience of delivering outreach activities with diverse groups in society	x	
Proven experience of coordinating volunteers	x	
Ability to multi-task, delivering multiple projects at once	x	
High Level of IT literacy (Word, Excel, Google Drive)	x	
Adaptable and positive approach to problem solving	x	
Ability to work up to 10 weekend days per year (with TOIL)	x	
An understanding of basic Health and Safety and how to work safely	x	
Good writing and communications skills	x	

Qualification or background in ecology or arboriculture		x
Full, clean driving licence		x
Knowledge of the current school curriculum		x

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 their 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 Safeguarding Policy, during the probationary period, the jobholder will be required to undergo an Enhanced Data and Barring Service Check confirming that the job holder does not hold convictions which would prevent them from working with children or vulnerable adults.

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.