

JOB DESCRIPTION

EDIBLE PLAYGROUNDS COORDINATOR

The Projects Team has a strong track record of delivering high quality edible playgrounds and urban tree planting projects. We are looking for a driven, highly motivated and skilled individual to work with the Edible Playgrounds Manager to consult, engage and support the schools where we are delivering our edible playground projects. This role is vital to create high quality projects that meet the needs of the school community and deliver sustainable social and environmental benefits.

WHAT YOU'LL DELIVER

- Work with the Edible Playgrounds Manager to deliver a number of edible playgrounds (London and Regional) to ensure projects are delivered on time and schools receive excellent customer service and value for money (London and Regional)
- Deliver effective **consultation and engagement activities** with schools to achieve an appropriate level of input **to the design, enable build and planting and secure long term ownership** of the project (to be determined on a project by project basis)
- Work with the Edible Playgrounds Manager to **train and support schools to build their capacity** to maintain and engage with the projects we create to maximise the benefits they receive and the sustainability of the projects. Training and support will be both on and off site and 1-2-1 and 1 to many.
- Work with the Edible Playgrounds Manager to **deliver events** for schools including planting days and launch events. This will include event promotion and delivery of the event itself.
- Support the Edible Playgrounds Manager to **develop and maintain educational and interpretation resources** for schools including digital resources and resources on site.
- Undertake **ordering** for consultation, engagement and capacity building activities on edible playgrounds projects ensuring budget sheets are kept up to date and spend is maintained within the allocated budget to enable the Projects Director to manage the overall team budget
- Ensure all consultation, engagement and capacity building activities are delivered safely in line with the Health and Safety Management Plan
- Collect, analyse and report on **monitoring data through the delivery of consultation, engagement and capacity building activities** to enable the Edible Playgrounds Manager to monitor and evaluate the delivery and impact of edible playground projects.
- Work with the Development team to provide information and data required for completion of funder reports and input to funding bids

- Work with Marketing and Communication team to input to social media and other marketing and communications activities
- Act as a tree planting supervisor for our weekend community tree planting events (up to 10 Saturdays between Oct-Mar with time off in lieu)
- Support other landscape delivery activities as required you will

HOW WE'LL MEASURE IT

- Consultation and engagement activities developed in line with project objectives and delivery plan and overall project timeline
- Events are delivered in line with event plan, achieving planned outcomes, delivered safely and with positive feedback from schools and other participants
- Planting workshops are well planned, communicated and delivered safely with positive feedback from participants
- High quality education and interpretation resources developed in line with the agreed timetable
- Schools report that the edible playground is built into the school curriculum (as reported in follow up Head teacher interviews)
- Schools report an improvement in their knowledge, skills and confidence in using food growing to teach elements of the national curriculum as a result of the support from Trees for Cities (as reported in the on line staff survey)
- Schools report an increase in the amount of outdoor teaching and pupils benefiting from outdoor learning as a result of the edible playground (as reported in the on line staff survey)
- M&C actions are agreed and communicated within all C&E and event plans
- Monitoring data kept up to date and reports produced in line with internal and funder timelines with recommendations for future projects
- Safe working practices effectively implemented and high safety record maintained
- Effective teamwork with other members of the Projects Team and other teams to enable effective and efficient delivery

WORK OR VOLUNTARY EXPERIENCE

- Proven experience working with a wide variety of stakeholders and securing good levels of participation
- Experience of event planning, including liaising with public authorities, contractors and staff
- Leading food growing projects either in schools or the community (essential)
- Experience of delivering school workshops and training and developing curriculum linked resources for teachers (essential)

- A role in project management, organisational development or change management (desirable)

KNOWLEDGE AND SKILLS

- Good understanding of the consultation process (essential)
- Able to demonstrate strong project management skills (essential)
- Excellent communications skills, able to engage with confidence and authority with pupils, teachers and Head teachers (essential)
- Able to work with people of all ages and levels (essential)
- Experience of leading outdoor workshops and events with schools, community or volunteer groups about food growing (essential)
- Good working knowledge of growing fruit and vegetables and general horticulture (essential)
- Strong excel skills and confident in managing and analysing data to produce insightful reports (essential)
- A nationally recognised qualification in horticulture or equivalent experience (desirable)
- Knowledge of training approaches and change management techniques (desirable)
- A qualification in teaching or outdoor education (desirable)
- Health and safety and risk assessment in practice (desirable)
- Valid driving licence and experience of driving vans (essential)