Job Description

# Job Details

**Job Title:** Landscape Design Manager (Regional Projects)

**Reports to:** Design Director

**Staff reports**: Landscape Design Coordinators and other design team support staff. The jobholder will be expected to work with partners, contractors and volunteers

# Purpose of Job

The Landscape Design Manager (LDM) will support the Trees for Cities’ design team to ensure their Edible Playgrounds programme in particular, as well as the Urban Forest and other landscape projects are managed, designed and delivered to the highest of standards. Whilst the role will be based in London, the LDM’s portfolio will mainly be located outside of London and across the UK. This will require regular travel and overnight stays to support project scoping, surveying and delivery. The LDM will be able to operate independently but supported by the leadership of TfC’s Design Director to ensure projects meet all relevant standards and conform to applicable planning and statutory regulations.

The LDM will be an experienced and skilled landscape architect / designer, educated to Degree level. Ideally they will be recently qualified to Masters level and actively seeking Landscape Institute or other professional Chartered status. They will have between3- 5 years’ experience working in a similar field.

The LDM will support and be supported by the Design Director on the strategic, tactical and operational development of the organisation, acting as a conduit for the design team by providing and disseminating organisational information, project progress reports against time and budget and line management updates.

# Key Accountabilities and Responsibilities

**1. Project Management**

The LDM will oversee delivery of projects as part of TfC’s overall programme, ensuring delivery within agreed time scales and budgets. They will act as TfC’s representative when attending project, progress and site meetings, keeping good records, minutes and accessible, organised quality files. They will be responsible for carrying out site surveys, identifying the need for additional work or expert opinion and procuring these services.

The LDM will act as the main point of contact for specific project design-related queries from other team members including the Landscape (build) team, the Edible Playground team and the Community Education and Volunteering teams.

They will oversee the delivery of their projects as built by TfC’s Landscape Team and act as Contract Administrator for projects built by external contractors. The LDM will work to appropriate professional processes, provide clear instructions and ensure delivery is to the highest standard as agreed with our partner organisations, funders and clients. They will be responsible for signing off design delivery on site at pre agreed stages of work.

**2. Strategy**

The LDM will contribute to the overall strategic development and direction of the organisation at Trees for Cities. They will manage their objectives in line with TFC’s strategic aspirations, operational and finance plans.

**3. People Management**

The LDM will liaise closely with Trees for Cities’ Landscape, Community, Education and Volunteer and our Urban Forest teams to develop landscape proposals from project briefing into concept through to technical design specification and build. The LDM will have strong organisational and people-management skills, and manage their team to ensure that limited resources are being used as effectively and efficiently as possible. They will ensure their projects are developed and delivered safely in line with current Health and Safety Legislation, and to Trees for Cities Health and Safety plans.

**4. Budget Management**

The LDM will be responsible for managing their project budgets as part of the organisation’s programme management and reporting systems. This includes management of their time in context of the delivery programme and the Design team commitments. They will strive to ensure the team’s resources are efficiently utilised and will work closely with other team managers to ensure the overall annual programme is delivered collectively and collaboratively.

**5. Outputs**

The LDM will ensure outputs are appropriate to target audiences including supporting the CEV team with materials that will be used to inform the public during the consultation and engagement.

The LDM will be proficient in using Vectorworks and other graphics packages such as In-Design and Photoshop or similar digital programmes. They will be responsible for the production and communication of high quality outputs, from concept drawings through to technical design, as well as production of specifications and standard forms of JCLI and / or other forms of contract. They will be proficient in report writing and site assessments / surveys.

The LDM will support TfC’s Marketing and Communications team to promote our projects, our approach and to apply their knowledge to production of blogs, articles (internal and external), publicity texts and case studies. They will produce specifications, risk assessments, and method statements; ensuring that safe working systems are designed into projects before they hit the ground.

**General**

Represent the charity at conferences, and various events as necessary.

Attend regular internal team and other meetings, regular 121s with the Design Director and prepare for and attend performance appraisals as required.

Provide regular succinct and accurate reports on budgets, programmes and detailed progress on projects.

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** |
| At least 5 years post graduate landscape design experience in the voluntary and/or commercial sector | X |  |
| Educated at least to Degree level in appropriate subject and working towards Masters level | X |  |
| Demonstrable experience in contract administration using standard forms of contract JCLI, JCT and/or others | X |  |
| Member of the Landscape Institute working towards becoming Chartered |  | X |
| Excellent IT skills including Microsoft standard Excel, Word, PowerPoint, as well as Vector Works / AutoCAD  | X |  |
| Competent use of other technical graphics tools such as GIS (ArcGIS / QGIS) and Project Management software |  | X |
| Knowledge of urban trees and practical skills in nature surveying |  | X |
| **General** | **Essential** | **Desirable** |
| Able to prioritise and time manage effectively, working to targets and deadlines | X |  |
| A positive approach and the ability to cope with flexibility and change as Trees for Cities develops | X |  |
| Confident communicator, both verbally and written, and a strong networker | X |  |
| Able to work on weekends as required (some community planting days are held at weekends during the autumn and winter) | X |  |
| Able to travel to regions across the UK with some overnight stays required | X |  |
| Able to work on own initiative but but also enjoys working as part of a team with a “can-do” attitude | X |  |
| Strong inter-personal skills and proven experience in project management and partnership working | 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.