**Job Description**

**Landscape Projects Coordinator (part-time – 2 days per week)**

Trees for Cities is the only charity working on an international scale to create greener cities. We strengthen communities through volunteering opportunities and inspire children to grow and eat good food, and to connect with nature.

The Edible Playgrounds Team have a strong track record of delivering bespoke, high quality edible playgrounds and supporting urban tree planting projects.

**Purpose of Job**

The Landscape Projects Coordinator will coordinate project administration to ensure that projects are delivered on time and on budget.

# **Key Accountabilities and Responsibilities**

Provides administrative support to the Landscape Manager, including:

* Assisting with the presentation and detailing of landscape designs;
* Coordinate the ordering of stock and materials required for Trees for Cities Edible Playgrounds projects ;
* Record keeping and financial forecasting to deliver projects to a set budget;
* Maintaining relationships with a broad range of suppliers;
* Sourcing, obtaining quotations and negotiating on cost;
* Following up any issues with the supplier;
* Securing and allocating invoices in line with project budgets and timetables, liaising with the finance team as appropriate.

## Person Specification

**Essential Skills and Experience**

* Excellent attention to detail, to include accurate data input skills
* Numerate and able to work with spreadsheets and budgets.
* Highly organised and able to work to deadlines
* Strong administrative skills and a high level of IT literacy.
* Excellent communication skills
* Strong project coordination skills
* The ability to multi-task and problem solve

**Desirable skills and experiences**

* Knowledge of drawing construction plans and design.

**Personal Qualities**

* Excellent verbal and written communication skills.
* Planning and problem-solving ability.
* Able to manage time efficiently and to ‘multi-task’ whilst working to deadlines.
* Able to work on weekends as required (some community planting days are held on Saturdays during the autumn and winter).

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.