

JOB DESCRIPTION: PROJECT DEVELOPMENT OFFICER (EDIBLE PLAYGROUNDS)

REPORTS TO: Edible Playground Development Manager

STAFF REPORTS: None

WORKING HOURS: Preferably 5 days / week (can be term-time only)

PURPOSE OF JOB

To develop Edible Playground projects with schools in line with Trees for Cities' annual plans.

To network and develop collaborative partnerships that help to promote Edible Playgrounds to schools.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

- Liaise with school senior leadership, including Head teachers, to develop new Edible Playground projects that meet school objectives, funder requirements, and programme criteria.
- Develop partnership agreements with schools with clear terms and conditions including a financial contribution from each school.
- Establish and nurture strong relations and networks with stakeholders such as Council for Learning Outside the Classroom, Food for Life, Healthy Schools, Sustainable Food Cities and local authorities.
- Apply knowledge and experience of the education, health and environment sectors to continually refine and develop the Edible Playgrounds programme.
- Communicate and 'sell' the Edible Playgrounds programme through presenting at events and meetings, networking, newsletters and direct communications with schools.
- Deliver a high level of stewardship for our Edible Playground school partners including providing timely responses to enquiries from schools, writing engaging copy and providing regular updates and impact reports for funders.
- Maintain files for all Edible Playgrounds partnerships, income and expenditure, and record information on internal systems including Donorfy, partnership agreements and budget spreadsheets.

- Research and stay in-touch with the education and environmental sector, and the school's system, to inform the Edible Playgrounds strategy.
- Work as a strong member of the Development Team and in close collaboration with the corporate team and projects team. Prepare and attend performance appraisals as required.
- Co-operate with Trees for Cities' Health & Safety Policy, making sure you receive essential health and safety training, understand and follow health and safety procedures, and do not interfere with or misuse anything that has been provided for your health, safety or welfare. Ensure reasonable care of your own and others health and safety; ensuring your work area is free of hazards.
- Report any injuries, strains or illnesses as a result of doing the job and inform the Development Director if something happens that might affect your ability to work (e.g. becoming pregnant, suffering an injury, taking medication etc.).

KNOWLEDGE AND SKILLS REQUIRED

| SPECIFICATION | ESSENTIAL | DESIRABLE |
|--|-----------|-----------|
| Proven experience of working with schools, particularly through outdoor learning programmes | X | |
| Proven experience of working with local authorities and/or in the environment / education sectors | X | |
| Excellent presentation and written communication skills with ability to 'sell' Edible Playgrounds, engage partners, and develop and maintain strong partnerships | X | |
| Excellent interpersonal skills including the ability to build good working relationships internally and externally. | X | |
| Ability to work to targets and deadlines through effective time-management | X | |
| Numerate and able to work with spreadsheets and budgets | X | |
| Excellent organisation and proven administrative skills, including the ability to prioritise a challenging workload | X | |
| High level of IT literacy (Word, Excel, PowerPoint, Outlook, Donorfy, Canva) | X | |
| Good planning skills, with ability to systematically research potential opportunities and supporters | | X |
| Creative and able to develop new ideas | | X |
| Knowledge of relationship / contact databases | | X |
| A good understanding of the health, education and environmental agenda, including food growing in schools and/or outdoor education | X | |

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| An understanding of the basic principles of health and safety and how to work safely | | X |
| A positive approach and the ability to cope with flexibility and change | X | |
| Happy to travel across the UK on a regular basis for meetings and events | X | |
| Enjoys working as part of a team and who is willing to provide support to other staff colleagues – a “can do” attitude | 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 his/her manager.

Trees for Cities is committed to ensuring that all children and adults who use our services are not abused and that working practises minimise the risk of abuse. All Trees for Cities staff and volunteers have a duty to identify abuse and report it through the official reporting procedure. This role will require an enhanced disclosure check.

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.

The positions is based at our office in Kennington, London SE11 or we will consider arrangements to work from home or to be hosted by a partner organisation if living in another UK city.

The post-holder is expected to undertake regular travel to schools and partnership meetings across the UK, for which they will be reimbursed in full.