**Community Engagement & Partnership (Account) Coordinator**

Trees for Streets

**Reports to:** Community Engagement & Partnership (Account) Manager - Trees for Streets

**Staff reports:** None

**Working Hours:** Full-time (5 days per week – Hybrid working - 2 days min in the London office, with an option to use the office all the time)

**Type of role:** Full Time

**Salary:** £30,000

**Location**: Trees for Cities’ head office in Kennington SE11.

Purpose of job

1. To create **engagement** with residents, community groups and other stakeholders which supports fundraising and sponsorship of new street (and park) trees. To deliver upon agreed fundraising targets.
2. To **account manage** our relationship with a portfolio of local authority partners, to ensure the smooth long-term operation of the **Trees for Streets** scheme in these locations.

Key accountabilities and responsibilities

Community Engagement

* To identify and engage with local stakeholders (individuals, street groups, community groups, and local businesses), with the purpose of generating new tree sponsorships. This may involve helping potential sponsors with multi-tree requests, and supporting fundraising activities e.g. crowdfunding
* To use social media where it make sense to whilst working closely with our **Social Media and Marketing Executive**
* To regularly visit our operating localities to meet with communities and to engage them in the scheme.
* To process business/local organisations’ sponsorship opportunities, as required.
* To potentially develop our volunteering offering by working hand-in-hand with our Community Engagement & Partnership (Account) Manager and Marketing team.
* To support marketing operation as required – you are not expected to be a marketing professional

Council management

* **To be responsible for the day-to-day running of a portfolio of local authority partnerships** and the smooth management of the sponsorship schemes in these localities.
	+ Ensure that the council officers administer the scheme properly – in a timely fashion (responding to sponsors, keeping TfS in the loop during planting season with tree locations for example) and providing good alternative planting locations when the original one is not viable.
	+ Helping the council to optimise their scheme – offering the widest selection of planting locations and appropriate price points.
	+ Develop appropriate relationships with councillors and other officers.
	+ Ensure that the council fulfils their communications responsibilities, working hand in hand with the TfS Marketing Team.
	+ To manage the renewal of contracts.
	+ To manage all aspects of grant management at a local level – issuing agreements, monitoring progress, all final reporting and agreed actions.
	+ To identify further strategic opportunities within each council, bringing these to the Community Engagement & Partnership (Account) Manager and Trees for Cities colleagues, and developing as agreed.
* **Onboarding: To project manage the process of setting up new council partners** with their own scheme. This can involve:
	+ Taking over from the business development lead/process as required.
	+ Facilitating training for relevant council officers and members (where required) on the management system for their Trees for Streets Scheme
	+ To work hand-in-hand with the Community Engagement & Partnership (Account) Manager, and Marketing Manager to ensure the launch, and subsequent activity, optimises the opportunities available in each locality.
	+ Ensuring that the correct information is gathered to populate the journey (acting pragmatically when we don’t have all the information).
	+ Determining local engagement opportunities as part of the launch process
	+ Ensuring that relevant local stakeholders are contacted before/during/after the launch.
	+ Ensuring that all aspects of the initial set-up are in place e.g. webpages

General

* Trees for Streets has a small team, so as with all team members we’re all expected to muck-in as and when necessary.
* To support our labelling, leafleting, postering activities as and when necessary
* Feed into the strategic development of the enterprise
* To help project Trees for Streets always in a positive light – and as an innovative enterprising scheme.

Skills & Experience

* Achievement-oriented – ability to work to targets, overcome obstacles, and generally be very enthusiastic.
* Driven and wiling to focus on agreed Key Performance Indicators to understand and ensure the commercial requirements for the success of this social and environmental enterprising project.
* Comfortableness in online meetings and interacting with a wide array of people in person.
* Excellent interpersonal skills including the ability to skilfully negotiate and influence others and build good working relationships internally and externally.
* Doesn’t mind picking the phone up and speaking with anybody – happy to work with people of differing levels of organisational seniority.
* Strong oral and written communication skills
* Positive approach and the ability to cope with flexibility and change – this is important.
* Assertive, personable with good powers of persuasion
* Takes initiative but also enjoys working as part of a team and willing to provide support to colleagues – a “can do” attitude.
* Commercially savvy, demonstrating an ability to balance the commercial needs of the project with the social and environmental impact.
* Commitment to working with in cross-functional teams.
* Ability to manage multiple projects at a time and ability to prioritise conflicting demands.
* The ability to see a problem, define it and then problem solve within the team.
* Proactive approach to raising Trees for Streets/Trees for Cities’ profile in a structured manner.
* Interest in the environment, a national perspective, local communities, and an enthusiasm for our cause.
* Political awareness would be helpful in this role.

We are very happy to talk through the JD content at second interviews.