

JOB DESCRIPTION

UK PROGRAMME MANAGER

Reports to: Development Director / Deputy Chief Executive

Staff reports: UK Projects Coordinator

Working Hours: Full time (5 days per week)

Salary: Competitive, dependent on experience

Location: Based at Trees for Cities office in Kennington SE11. Flexible working arrangements will be considered if the post holder is based outside London.

PURPOSE OF JOB

To manage and drive forward a robust UK urban forest programme delivering sustainable social and environmental impact for communities;

To develop urban tree planting projects, working with partners to create healthy resilient places in towns and cities across the UK;

To manage and grow our extensive network of partnerships with landowners, delivery partners, funders and community groups.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

Drive the strategic development and direction of the UK programme in line with our new three-year strategy "Generation Tree: Plant, Protect Promote". Develop and manage our Forgotten Places programme, maintain strong relations within the tree sector including as a member of the White Rose Forest steering group, share and promote good practice in urban forestry across delivery partners, and lead the promotion of Tree Cities of the World in partnership with the Arbor Day Foundation.

Raise income in line with annual targets for the UK programme, particularly from grant-making trusts, foundations, government and lottery. Identify funding opportunities, develop fundraising strategies and submit funding applications as required.

Develop budgets for each project to be used in partnership agreements, proposals and fundraising applications, using our standard costs and tailoring for individual partners and funders as required.

Deliver high standard of account management for all funding partners, particularly our major and long-term funders, which currently include People's Postcode Lottery, Garfield Weston Foundation and the Dulverton Trust.

Working with the UK Projects Coordinator, develop and manage a portfolio of community tree planting projects in line with annual targets and plans, including urban woodlands, community orchards and street tree planting.

Line manage the UK Projects Coordinator to foster collaborative and effective teamwork. Provide clear oversight and direction, opportunities for continuous professional development, appropriate delegation of responsibility and accountability, and support through regular 121s.

Support the corporate partnerships team to raise funds for the UK programme from businesses through project sponsorship, corporate volunteering and carbon offset, providing project and budgetary information as required.

Support the Marketing & Communications team to raise awareness of our UK programme. Generate content for website, e-newsletter, annual report, social media, press releases, and partner / sector communication channels. Be the spokesperson for the UK urban forest programme and represent Trees for Cities at key planting events as required.

Work with the Impact Coordinator to evaluate the success of the UK urban forest programme. Maintain effective monitoring processes, project and funding records, and generate key messages that communicate the impact of each programme. Work with the Impact / UK Projects Coordinators to create annual impact reports for funders and partners.

Maintain funding files and record information on internal systems including Donorfy and finance. Carry out all necessary administrative tasks related to the UK programme.

Manage the Health and Safety of the UK programme, which includes:

- Membership of Trees for Cities' Health and Safety Committee attending regular bi-annual meetings;
- Undertaking relevant training in health and safety management, risk assessment and other mandatory health and safety practices;
- Ensuring all health and safety policies, procedures, practice and guidance for the UK programme are up to date with current legislation and guidelines and meet the needs of the charity;
- Completing risk assessments and health and safety policy and management plans for UK programme; ensuring these are regularly reviewed and communicated to all those involved in the programme;

Work as a strong member of the development team; we are a high-performing team that works collaboratively and supportively to drive the charity forward.

EXPERIENCE, KNOWLEDGE AND SKILLS REQUIRED

Specification
Experience of developing and managing successful partnerships particularly with land owners, Councils and funders
Experience of managing urban tree planting projects and programmes
Experience of line management
Excellent strong project management skills, with the ability to multi-task, problem solve and monitor/assess the delivery of projects.
Strong written and verbal communication skills with experience of writing funding proposals, compiling reports, publicity materials and interviews.
Excellent interpersonal skills including the ability to build good working relationships with partners and colleagues
Ability to work to targets and deadlines through effective time-management
Numerate and able to work with spreadsheets and budgets
Excellent organisation and administrative skills with the ability to plan work schedules and work to deadlines.
Knowledge of urban trees including their benefits, and technical expertise on planting and maintenance etc.
Understanding of the basic principles of health and safety and how to work safely
Creative and able to develop new ideas including how to engage landowners, partners and community groups
A positive approach and the ability to cope with flexibility and change
Takes initiative but also enjoys working as part of a team and willing to provide support to colleagues – a “can do” attitude

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.

The job holder will be required to travel to towns and cities across the UK. Some weekend and evening work may be required, particularly during the planting season (October to March). Occasional out of hours meetings may be required.

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.

Trees for Cities' office is a no-smoking environment; all staff have a responsibility to keep the office clean and welcoming. Job holder may be subject to a Disclosure and Barring Service (DBS) check regarding suitability for working with children and vulnerable adults.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

STAFF BENEFITS

- 29 days annual leave plus bank holidays
- 5% contribution to pension scheme
- Company paid cash back Healthcare scheme with Simply Health