

JOB DESCRIPTION

URBAN FOREST - CORPORATE VOLUNTEER COORDINATOR

Reports to: Urban Forest and Operations Manager

Staff reports: The jobholder shall be expected to work with partners, UF team and volunteers.

Working Hours: Part time (3 days per week with scope to increasing to 5 days a week)

Salary: £24,150 pro rata

PURPOSE OF JOB

- Along with the Senior Urban Forest Coordinator, run Trees for Cities London corporate volunteering opportunities programme
- Deliver organised and informative corporate volunteering days
- Along with the wider urban forestry team, run large scale volunteer planting days

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

DELIVERY OF THE URBAN FOREST'S VOLUNTEERING PROGRAMME

- Deliver organised and informative corporate volunteering opportunities
- Ensuring planting and maintenance of Trees for Cities trees are completed to Trees for Cities specifications
- Carrying out wider landscape maintenance activities with volunteers
- Work closely with the Senior UF Coordinator and Corporate Partnerships department to ensure volunteer opportunities are prioritised and recorded appropriately

PUBLIC ENGAGEMENT

- Along with the wider Urban Forest Team, deliver Trees for Cities' Urban Forest volunteer events and volunteer planting days
- Act as Trees for Cities representative on site and be mindful of this role in their demeanour and in the way in which they communicate with partners, clients and the general public

GENERAL

- Support their manager in providing timely updates on project delivery
- Help the Urban Forest Delivery team on site to complete tree planting projects, when required
- Upkeep all tools and machinery used to run volunteering events
- Writing of risk assessments and method statements for site specific tasks
- Attend regular internal team meetings and regular 121s with their line manager

- Co-operate with Trees for Cities' Health & Safety Policy and receive essential training
- To have a dynamic attitude to solving problems and working under your own initiative to complete tasks

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

TECHNICAL	ESSENTIAL	DESIRABLE
Experience of coordinating and leading outdoor workshops and events with schools, community or volunteer group	X	
Proven experience in horticulture, Urban Forestry or a practical environmental discipline	X	
Experience of using horticultural machinery and hand tools	X	
A nationally recognised qualification in arboriculture, horticulture or the ability to demonstrate excellent tree planting knowledge and skills		X
Practical experience of environmental management, maintaining and planting urban tree planting projects and landscaping experience		X
Valid driving licence	X	
Good level of experience of driving large vehicles		X
Towing entitlement		X
GENERAL	ESSENTIAL	DESIRABLE
Able to prioritise and effectively time manage their own and others tasks, working to targets and deadlines	X	
A positive approach and the ability to cope with flexibility and change as TfC develops	X	
Effective, clear communicator with respectful interpersonal skills	X	
Able to work on weekends as required (some community planting days are held at weekends in autumn and winter)	X	
Able to give and take direction and make clear day to day decisions	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.

STAFF BENEFITS

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