



Department
for Work &
Pensions

KICKSTART SCHEME

DWP Bid Unique Identifier

Job Placement title Assistant Community Engagement Coordinator

Company name Trees for Cities

Job Placement summary (Outline of the job description including key responsibilities and detail of the skills the young person will develop. Please provide as much detail as possible Please do not use bullet points)

This placement is part of Race for Nature's Recovery (www.race4nature.org.uk), a new programme working to improve the diversity of the environmental sector. It is open to all young people that are eligible for Kickstart placements. We particularly welcome applications from young people who are: i) From BAME backgrounds; ii) Living in economically deprived areas of the UK; iii) Non-graduates.

If you are keen to gain experience in the environmental sector, or curious to find out what working for an environmental charity might be like, then this role is for you. Working for Trees for Cities will offer you hands-on experience in a national charity that is at the forefront of the urban greening movement in the UK.

Trees for Cities are looking for an energetic and enthusiastic young person to join our busy Community Engagement team. The successful candidate will work directly with local London communities who will be the recipients of our urban forest and tree planting projects. This will require someone who can support our team on the preparation and delivery of mainly outdoor activities for children, young people and adults. The range of activities may include helping to plant new urban woodlands, looking after our recently planted trees to ensure they survive hot dry summers and cold wet winters, harvesting fruit from our older orchard planting and foraging woodlands, helping our experienced team coordinators to deliver school assemblies, talking to local residents about our new projects and assisting with wildlife workshops.

All of these activities will support our varied programme of planting trees across London for and alongside local communities. This programme needs people who are happy to work in both office and outdoor environments. Office work may include creating printed information such as posters, flyers and internal working documents, sending emails to volunteers in our communities, attending meetings with another coordinator or manager and recording simple data. Outdoor work may take place in parks and open spaces, schools, housing estates and community centres. You will learn how to approach members of the community, and how to explain our projects and ideas to people and how to encourage and invite people to take part in our activities.

With support from your manager, you will also get a chance to lead on your own project around trees, culture and community. This will require you to come up with an idea and create a new activity to engage people with nature. You can choose a particular community in London and this could be a neighbourhood, an age group or a cultural group.

You will work closely with and be supported on a daily basis by the Community Engagement Manager and two coordinators who will be with you on site when we are working in public spaces. You will also have the opportunity to meet and shadow from time to time, other teams at Trees for Cities.



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Essential skills, experience and qualifications (please do not use bullet points)

We are looking for someone who is interested in working with diverse communities in their environment. Experience working or volunteering on local community projects is ideal but not essential. You will gain plenty of experience in this area if you are successful.

Knowledge about trees and woodlands again is desirable but not essential. We value your curiosity and desire to know more about these areas so that we can harness your enthusiasm in our work programme. Again, you will gain valuable knowledge in this area if you are the successful candidate.

You will be enthusiastic about nature and keen to get stuck in with outdoor tasks and not afraid of changeable weather or a bit of mud.

Our ideal candidate will be adaptable, a people person (warm and friendly), reliable and well organised.

Good time keeping is essential.

This role requires good written, verbal and I.T. skills with ideally a minimum Maths and English to GCSE level grade 9-4 and please do mention any other qualifications / training in your application. A second language is desirable but not essential - for example: Bengali, Panjabi, Gujarati, Turkish, Yoruba, Somali, Arabic.

Job category (DWP use only)

Number of hours per week 25

Working pattern and contracted hours (including any shift patterns)

Working hours will normally be Tuesday – Friday 9am – 3.15pm including 1 hour for lunch; Specific working hours can be agreed with your manager to meet specific needs

Hourly rate of pay £10.85 / hour

Details of employability support (training opportunities/mentor)

This placement is part of the Race for Nature programme, hosted by Action for Conservation, Generation Success, SOS-UK and Voyage Youth. The partnership will provide the following central training, support and mentoring to all our Kickstarters.

All Kickstarters placed through the programme will be part of a small cohort of individuals that undertake two days of comprehensive training before their placements start. This will be followed by regular and ongoing online training, focussed on sector-relevant knowledge and understanding, resilience, leadership, employability, confidence and communication. Where



appropriate, and as required, we will offer bespoke mentoring that supports individual young people to explore and progress their own personal development needs. In total there will be a minimum of 25 hours of training delivered by the core partnership managing the programme per Kickstarter through their placement.

Additionally, we will provide tailored knowledge-sharing activities, networking opportunities and celebratory events for our Kickstarters to address and advance their personal development and help them secure further employment within the sector. This will include a centralised communication campaign to celebrate and share highlights and learnings from the programme, and spotlight host organisations and young people.

We will support the host organisations to develop their internal capacity to embed diversity and inclusion at the highest levels of leadership, and action meaningful and long-lasting commitments to systemic change. This will include bespoke diversity and inclusion training for the senior leadership team of host organisations and/or the facilitation of reverse mentoring between the young people on placement and members of the senior leadership team.

In addition to the above:

If you are the successful candidate, Trees for Cities will support you throughout your employment to gain new skills, confidence and knowledge and to encourage you to use your own strengths and experience in each task. You will be line managed by the Community Engagement Team manager through regular informal catch-ups and 121s. These will be designed to make sure you have the opportunity to discuss how you are settling in and to identify how your role will develop as the placement progresses. In addition you will always be supported by at least one Community Engagement Team coordinator whilst working out doors. You may be joining other Kickstarter recruits and TfC will ensure all will have opportunities to collaborate and use their experiences to feedback on the Kickstarter process.

You will learn about how the charity works, our projects programme, and how your detailed and supervised tasks will support our team and the delivery of those projects. You will receive basic health & safety, and safeguarding training and will be able to sit in on team and organisational meetings from time to time.

On site training will be given to you to learn about and participate in, community tree planting events. This will include events management, such as site set up, signage, instructions to volunteers, and how to dismantle the event equipment safely and efficiently.

At the end of their 6 months work experience at TfC each recruit will be given an assessment of how they have performed against their agreed objectives and they will be offered support to create an up to date Personal Statement. If there is scope to extend employment or to continue to hone their skills as a volunteer in the organisation these will be identified and supported.

The successful candidate will need to travel to different places in London and whilst there are restrictions in place we will ensure there are strict Risk Assessed protocols to ensure this does not happen unless it is deemed safe to do so. All travel expenses will be covered. You will be provided with outdoor clothing, standard issue - hat, gloves, waterproofs, fleece, footwear and personal protection kit where needed.

The successful candidate always be supported through having at least one other another experienced coordinator with them at all times when they are on site.

Activities will be moved online where feasible should COVID-19 restrictions and risk levels increase.



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Closing date for applications Sunday 4th April 2021

Using the table on the next page please provide details for each Job Placement by location.



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Employer Job Placement reference (where applicable) 12 Characters Max	Job Placement location and address (including post code)	Contact details for the Job Placement Name (required) Email address (required) Telephone (optional)	How to apply for the Job Placement	Number of Job Placements at location	Maximum number of referrals per Job Placement	Is public transport available? Yes/ No/ Don't know	Anticipated start date/s (if known)
	OFFICE: Trees for Cities, Prince Consort Lodge, Kennington Park, Kennington Park Place, London SE11 4AS. Home based from time to time.	Jess Massuccio, Community Engagement team Manager jess@treesforcities.org M: 07827 856823 T: 0207 820 4412	Please send the following documents to recruitment@generation-success.com by 5pm on Sunday 4th April 2021: • CV / personal Statement • Cover letter that includes a paragraph on the following: i) An introduction to yourself; ii) Why you want to work as an Assistant Community Engagement Coordinator; iii) What skills and experiences you can bring to this role; iv) Why you want to work for Trees for Cities Please also complete the	1 in this role and up to 3 more in other roles at Trees for Cities	50	yes	Early to Mid April 2021



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