

PROJECT DESCRIPTION AND PERSON SPECIFICATION



JOB TITLE:	Science & Action Research Manager
BASED:	Working from home, with regular visits to The Tree Council HQ in Canada Water, London SE16 when restrictions permit
SALARY:	£28,000 - £36,000 per annum
TERMS:	Permanent, full-time – immediate start 25 days annual leave, plus Public Holidays and the period between Christmas and the New Year.
PENSION:	7% contribution by The Tree Council

REPORTING TO:	Director of Trees, Science & Research
LIAISON WITH:	Director of Programmes, Partnerships & Comms, Major Project Managers, wider Tree Council team External liaison: Defra, Fera Science, Forest Research, Local Authorities, partner universities, fellow conservation charities and other partners such as Forestry Scotland and Network Rail

The Tree Council has experienced fantastic growth in the past year having secured funding to deliver several major projects to plant, protect and speak up for UK trees and hedgerows.

It is a vital moment for our environment. The public is increasingly aware of the important role trees play in tackling climate change, protecting and improving biodiversity and contributing to our health and wellbeing. There's never been a more important time to understand and care for trees.

To support our ambitious plans, we are recruiting an experienced Science & Action Research Manager with a wide range of knowledge and skills, primarily in the field of ecology, with additional understanding of social science being an advantage.

This is an exciting time to join the small Tree Council team and help shape the future for UK trees. Current Tree Council projects include:

- The £1.8m *Close the Gap* partnership programme which aims to raise awareness of the value and heritage of hedgerows and the best way to create bigger, healthier, better-connected hedges in our cities and the countryside. Deliverables include the launch of a new National Hedgerow Week, an ongoing public engagement campaign and a research programme with University of Reading, generously funded by Defra, via the National Lottery Heritage Fund.

- Co-ordinating role in Defra's four-year, £2.6m *Shared Outcomes* project, working with five local authorities to research and identify the best ways to establish thriving treescapes in cities and the countryside
- Partnership with M&G Plc to launch Young Tree Champion clubs in primary and secondary schools across the UK. The programme includes research into trees and wellbeing with Derby University.
- £1m community planting programme with Network Rail, including trial and research elements over the four years of the initiative.

You will have minimum three years' experience working on tree / hedgerow / conservation related projects.

You must possess excellent technical, analytical and people skills and be inspired by the idea of working in the environment/conservation sector as a member of The Tree Council's highly motivated and friendly team.

JOB PURPOSE: **Support the Director of Trees, Science & Research to deliver and develop The Tree Council's varied action research programmes**

Support the Director to gather data eg: at workshops and then draft and edit clear, well-structured reports and publications

Support The Tree Council's Development Manager with background for funding proposals

Help the Comms team to write compelling, scientifically accurate press releases and social media posts

Provide organisational and administrative support to the Science & Research team

Act as ambassador for The Tree Council at national and regional forums and meetings

Responsibilities

Support the Director of Trees, Science & Research to deliver and develop The Tree Council's varied action research programmes:

A range of Fera/Forest Research/Forestry Scotland programmes relating to Ash Dieback, Oak Processionary Moth, Tree Procurement and Local Authority Tree Strategies:

- Design, deliver and analyse on-line surveys to gather information from Local Authority and other partners
- Organise and assist with telephone, online or face-to-face interviews with Local Authority partners
- Organise research or knowledge-sharing workshops and invite attendees
- Record data accurately, efficiently and securely
- Assist with GIS mapping
- Evaluate programme progress and recommend any adjustments
- Diary management, minute-taking, other administration tasks as needed
- Monitor and update budgets

Network Rail Partnership:

- Assist at training and community engagement workshops and planting events
- Help monitor and report on ongoing vegetation trials
- Help create case studies
- Maintain accurate and efficient records of activity
- With Senior Team, scope new work as opportunities arise

Scottish Forestry

- Design, deliver and analyse on-line surveys and workshops to gather information from Local Authority and other partners
- Organise research or knowledge-sharing workshops and invite attendees for which a knowledge of social science practices would be an advantage

Support the Director to draft and edit clear, well-structured reports and publications

- Co-ordinate and draft content for quarterly/annual reports as required by the different programmes and by The Tree Council's Board of Trustees
- Assist with writing specialist guidance and publications

Support The Tree Council's Development Manager with background for funding proposals

- Help draft the science and action research content of funding applications

Help the Comms team to write compelling, scientifically correct releases and social media posts

- Work closely with the Comms team on press releases and social media to create interesting and scientifically correct copy

Provide organisational and administrative support to the Science & Research team

- Create and regularly update Science & Research headline budget overview and ensure that Purchase Orders and invoices are generated and paid

Act as ambassador for The Tree Council at national and regional forums and meetings

- Represent the charity at eg: Saving Devon's Treescapes / regional tree strategy forums
- Assist with administration of Hedgeline partnership

PERSON SPECIFICATION

Person Specification	Criteria *	
<ul style="list-style-type: none">• Qualifications & Experience		
<ul style="list-style-type: none">• Natural Sciences Degree and in-depth knowledge and experience of working with trees	E	
<ul style="list-style-type: none">• Three years' experience working on tree-related projects, including strategy, development, planning, delivery, management and evaluation	E	

<ul style="list-style-type: none"> Producing accurate and detailed reports (experience of scientific reports an advantage) 	E	
<ul style="list-style-type: none"> Experience working in a small team on a complex variety of interlocking projects 	E	
<ul style="list-style-type: none"> Experience dealing with high pressure and challenging deadlines while maintaining high quality of outputs 	E	
<ul style="list-style-type: none"> Understanding and experience of how Local Authorities operate and the role of Tree Officers 		D
<ul style="list-style-type: none"> Community consultation and mediation 		D
<ul style="list-style-type: none"> Working with Public Service industries an advantage (rail, road, power) 		D
<ul style="list-style-type: none"> Skills 		
<ul style="list-style-type: none"> Outstanding writer and copy editor who can support others in the team to improve their written communication 	E	
<ul style="list-style-type: none"> Proven knowledge and ability to engage and inspire on the topic of trees 	E	
<ul style="list-style-type: none"> Highly organised, exceptional planning skills, often working to tight deadlines, with a calm, confident manner 	E	
<ul style="list-style-type: none"> Able to prioritise a heavy workload, multi-task and perform effectively under pressure with excellent attention to detail 	E	
<ul style="list-style-type: none"> Ability to think creatively and resourcefully 	E	
<ul style="list-style-type: none"> IT proficient with good knowledge of all MS Office programmes 	E	
<ul style="list-style-type: none"> GIS mapping experience and data analysis NVivo an advantage 	D	
<ul style="list-style-type: none"> Ability to take projects and ideas and grow them/lead on them, engaging colleagues as needed to make them a success 	E	
<ul style="list-style-type: none"> Driven, resilient and motivated with the ability to work autonomously 	E	
<ul style="list-style-type: none"> Confidence to engage with stakeholders, partners and third-party providers at every level 	E	
<ul style="list-style-type: none"> Understand why trees, hedgerows, the environment, wildlife, education, health & wellbeing are important to people's lives and be able to 'champion' the cause 	E	

(*) E= Essential D=Desirable

Attitudes

- Enjoys working in a collegiate way
- Happy to pitch in and support colleagues on organisational priorities
- Self-motivated, high-energy and pro-active with a 'can-do' attitude
- Diplomatic and collaborative team player, builds positive relationships quickly
- Engaging with high energy levels
- High professional standards
- Approachable, with the gravitas to be listened to seriously
- Highly practical
- Resourceful problem solver
- Self-starter and team player
- Flexibility to work weekends / evenings with some potential overnight stays, restrictions permitting (The Tree Council operates a 'Time off in Lieu' policy.)

THE TREE COUNCIL - WHO WE ARE

The Tree Council is a charity (charity no. 279000) and umbrella body bringing everyone together with a shared mission to care for trees and our planet's future. We inspire and empower organisations, government, communities and individuals with the knowledge and tools to create positive, lasting change at a national and local level.

We inspire people to plant and care for trees – the trees in your city street, your local park or school playground, in orchards and hedgerows and rural pastures around the UK. (Other charities focus on forests and larger woodlands.)

We celebrate our 50th anniversary in 2023 and are at an important stage in our development, with ambitious plans for the future.

Our work includes:

- Science and social research programme in partnership with Defra, Forestry Commission, Fera Science and top UK universities
- An important relationship as a 'critical friend' to Network Rail, whom we advise on vegetation management along 20,000 miles of railway corridors, together with a new £1m community planting programme
- Support for a network of volunteer Tree Wardens who help plant and establish trees in communities across England, Scotland and Wales.
- An annual community programme, which connects people with trees and the natural world, including 'National Tree Week' at the end of November, which celebrates the start of the winter planting season
- A grants programme that helps schools and other community groups fulfil their vision to plant trees, orchards and hedgerows and encourages young people to become Young Tree Champions and a #ForceForNature
- Partnership with our 120 Member organisations including other charities such as the Woodland Trust and Trees for Cities; academic partners such as Reading, Newcastle, Oxford and Strathclyde Universities; and generous supporters including businesses, major donors and Trusts & Foundations.

Our small, energetic team comprises:

1. **CEO**
2. **Director of Trees, Science & Research**
3. Head of Major Tree Planting Projects (*based Bath*)
4. Science & Research Manager
5. Shared Outcomes Project Manager
6. **Director of Programmes, Partnerships & Comms**
7. Head of Comms & Policy
8. Communications & Policy Officer
9. National Tree Warden Scheme Co-ordinator (*based Leicester*)
10. National Schools Programme Manager (*based Winchester*)
11. National Schools Programme Officer
12. Administration Officer
13. **Director of Finance** (*part-time*)
14. Project Manager (Close the Gap programme) (*based Buckingham*)
15. Community Engagement Officer (Close the Gap programme)
16. Development/Fundraising Manager (Close the Gap programme) (*based Liverpool*)

TIMETABLE

If you are inspired by this new role at The Tree Council and would like to be considered for interview, please email a CV (up to 2 sides A4) and covering letter (up to 2 sides A4) to HR@treecouncil.org.uk

- **Deadline for applications: 3 May 2021, 9pm**
- Candidates selected for interview will be notified by Wednesday 5 May 2021
- **Interviews will take place via Zoom on Friday 7 May 2021**
- Two professional references will be required