

# Head of Major Tree Planting Projects

## JOB DESCRIPTION AND PERSON SPECIFICATION



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<b>JOB TITLE:</b>	Head of Major Tree Planting Projects
<b>BASED:</b>	Dock Offices, Canada Water, London SE16 with opportunity to work flexibly from home
<b>SALARY:</b>	£36,000 - £42,000 per annum
<b>PENSION:</b>	7% contribution by The Tree Council
<b>TERMS:</b>	Fixed-term, two-year contract, with good potential for renewal, 25 days annual leave, plus Public Holidays and the period between Christmas and New Year

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**REPORTING TO:** Director of Trees, Science & Research

**LIAISON WITH:** Chief Executive, Director of Programmes, Partnerships & Comms, National Tree Warden Scheme Co-ordinator and wider Tree Council team

External liaison: Network Rail, Local Authority Tree Officers, variety of stakeholders including volunteer Tree Warden Networks, other charity partners, community groups and railway interest groups

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In December 2019, The Tree Council was appointed to deliver Network Rail's exciting £1million commitment to plant trees in communities across the UK between 2020 - 2024.

We're looking for an experienced Project Manager, with minimum three years' experience managing tree planting programmes in the field, to manage the second half of this wonderful programme. You must be able to show a deep understanding of tree works, tree establishment and tree care, such as an arboricultural qualification grade 4, or a degree in a closely related discipline, or extensive employment in a related topic or equivalent. You must also possess excellent people skills and be inspired by the idea of working in a small, ambitious team, in a fast-paced environment.

The job involves developing strategy and liaison with a wide variety of stakeholders, including local authorities, local communities, partnership conservation and environmental organisations, and our volunteer tree wardens. Planting may include some broadleaf woodland, but is likely to focus on trees outside of woodlands, including hedges, urban trees, orchards and some small, mixed, community initiatives. You will be responsible for identifying locations with the help of the wider team,

project delivery, managing budgets, preparing regular reports for Network Rail and evaluating annually with an independent consultant. You will travel around the country and be prepared to work some weekends and evenings.

In 2022/23, the third year of the programme, there are approximately 17 projects in the pipeline for delivery this coming winter, and the post holder will be expected to pick up on work already underway to develop these projects in time for tree planting season, from the end of November to March.

This role will also support The Tree Council's Director of Trees, Science & Research on other Network Rail related activities as needed. Specifically, this will be to support our 'Critical Friend' relationship with Network Rail as well as advisory role to Government, local authorities and other partners. You will also be required to input to science and research projects, communications campaigns, and various community and specialist events around the country.

You will be at the heart of this transformational programme where active communication, attention to detail and determination will be vital to success. You will also work closely with the equivalent post holder across the Southern area.

- JOB PURPOSE:**
- Develop and deliver the Network Rail programme in partnership with local authorities, other organisations and volunteer Tree Council Tree Wardens (where appropriate) to help Network Rail meet the objectives of the Varley Report
  - Continue close working relationship with The Tree Council's National Tree Warden Scheme Co-ordinator.
  - Continue to develop a strategic programme that Network Rail and The Tree Council can be proud of with wide-ranging benefits for the environment, wildlife, and the health and wellbeing of local communities.

## RESPONSIBILITIES

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### Develop and deliver the Network Rail planting programme:

- Working closely with the Project Steering Group, develop a strategic programme that will plant thousands of trees across the UK over the 2022-2023 tree planting season, picking up the portfolio of projects already in the pipeline. This will include hedgerow and street tree planting.
- Informed by the successes and challenges of Years one and two, develop the strategic evolution of the programme over subsequent years with the CEO, Director of Trees, Science & Research and Senior Team

- With strategic objectives in mind, use agreed criteria to identify, prioritise and confirm planting sites with local authorities, tree warden networks and other conservation charities and community groups
- Work with the wider team to ensure that the Network Rail programme amplifies and blends positively with: the School Programme; Science and Research projects; our Defra research programme; and the Tree Wardens network.
- Represent the Tree Council at community planting (or National Tree Warden Scheme Co-ordinator where appropriate) and other local stakeholder events and site visits, giving talks and providing training where needed

#### Monitoring & Evaluation

- Manage the programme budget, keeping detailed records of income and expenditure for each aspect
- Maintain an up-to-date database of trees planted and their locations, together with a calendar of future projections
- Support the Director and Project Steering Group with planning, preparation and drafting quarterly and annual reports, monitoring planting and progress against budget
- Prepare short, quarterly progress reports for The Tree Council Board of Trustees
- Tender and manage an independent process to verify and evaluate the programme annually for reporting to Network Rail

#### Liaison with Network Rail

- Attend and contribute to Project Steering group meetings, other Network Rail meetings, workshops and conferences, including assisting the Director with the wider Network Rail programme as necessary
- Support The Tree Council's Head of Comms by providing active information on notable events and key milestones so they can be promoted on national, local and social media
- Explore relevant Awards which might be entered and help with their preparation and submission

#### With the wider Tree Council Team

- Use your expert tree knowledge to help team members answer tree questions that arise from the public via email or social media
- Help the Head of Comms constantly update the FAQ section of The Tree Council website

- Represent The Tree Council as a sector expert at national and other networks, partnerships and forums.
- Attend team meetings and (when possible) share cake!
- Throw yourself wholeheartedly into helping out whenever and wherever needed at autumn regional forums, shows and exhibitions.

## PERSON SPECIFICATION

Person Specification	Criteria *	
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>Arboricultural skills such as arboricultural qualification grade 4, or a degree in a closely related discipline, or extensive employment in a related area or equivalent</li> </ul>	E	
<b>Experience</b>		
<ul style="list-style-type: none"> <li>Minimum 3 years' experience as a Project Manager with demanding targets</li> </ul>	E	
<ul style="list-style-type: none"> <li>Minimum 3 years' experience managing tree planting programmes in the field</li> </ul>	E	
<ul style="list-style-type: none"> <li>In-depth knowledge of tree id and biology, tree law, tree management, tree health</li> </ul>	E	
<ul style="list-style-type: none"> <li>Experience working within or alongside Local Authorities</li> </ul>	E	
<ul style="list-style-type: none"> <li>Experience working with government agencies</li> </ul>		D
<ul style="list-style-type: none"> <li>Experience working with volunteers</li> </ul>	E	
<ul style="list-style-type: none"> <li>Experience dealing with high pressure &amp; sometimes delicately-balanced situations</li> </ul>	E	
<b>Skills</b>		
<ul style="list-style-type: none"> <li>Possess strong organisational skills, often working to tight deadlines, with a calm and confident manner</li> </ul>	E	
<ul style="list-style-type: none"> <li>Able to prioritise a heavy workload, multi-task and perform effectively under pressure with excellent attention to detail</li> </ul>	E	
<ul style="list-style-type: none"> <li>Excellent written and spoken English with an impeccable telephone and email manner</li> </ul>	E	
<ul style="list-style-type: none"> <li>Numerate and forensic with budgets and targets</li> </ul>	E	
<ul style="list-style-type: none"> <li>Confident building relationships with a wide variety of stakeholders</li> </ul>	E	
<ul style="list-style-type: none"> <li>Driving license and willingness to travel throughout the UK. Own car is very desirable as this role would be difficult to fulfil using public transport. Mileage paid.</li> </ul>	E	
<ul style="list-style-type: none"> <li>IT proficient with good knowledge of all MS Office programmes including Word, Excel, Outlook and Powerpoint.</li> </ul>	E	
<ul style="list-style-type: none"> <li>Self-motivated, high-energy and pro-active with a 'can do' attitude</li> </ul>	E	
<ul style="list-style-type: none"> <li>Willingness to "muck in" and be hands-on, including with everyday / routine tasks</li> </ul>	E	
<ul style="list-style-type: none"> <li>Understand why trees, the environment, wildlife, education, health &amp; wellbeing are important to people's lives and be able to 'champion' the cause</li> </ul>	E	

(\*) E= Essential      D=Desirable

## PERSON SPECIFICATION continued ....

### Attitudes:

- Diplomatic and collaborative, builds positive relationships quickly
- Engaging with high energy levels
- High professional standards
- Approachable, with the gravitas to be listened to seriously
- Resilience and tenacity
- Highly practical
- Resourceful problem solver
- Can-do, self-starter
- Able to work weekends / evenings with some overnight stays (The Tree Council operates a 'Time off in Lieu' policy.)

The Tree Council team works in a collegiate way, delivering projects together. As a result, there is regular cross-over and collaboration. Each project has a designated leader who takes responsibility for driving, maintaining and monitoring progress.

## THE TREE COUNCIL - WHO WE ARE

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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 50<sup>th</sup> anniversary in 2023.

Following a very successful National Tree Week campaign in 2019, which raised significant funds for tree planting, we are at an important stage in our development, with ambitious plans for the future.

### Our work includes:

- Support for a network of volunteer Tree Wardens who help plant and establish trees in communities across England, Scotland and Wales. It is the Tree Wardens 30<sup>th</sup> anniversary in autumn 2020
- 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 groups fulfil their vision to plant trees, orchards and hedgerows
- Science and social research programme in partnership with Defra, Forestry Commission, Fera Science and top UK universities. This includes work to develop an Ash Dieback Toolkit to help Local Authorities with their planning

- An important relationship as 'critical friend' to Network Rail. We advise on vegetation management along 20,000 miles of railway corridors and will deliver a new £1m Network Rail community programme over the next four years.
- Partnership with our 120 Member organisations including other charities such as the Woodland Trust and Trees for Cities; academic partners such as Newcastle and Strathclyde Universities; and generous supporters including businesses, major donors and Trusts & Foundations.

## The Tree Warden Scheme

The Tree Council launched the Tree Warden Scheme in 1990 to harness the power of local volunteers to protect, plant and care for the trees in their community. There are 60+ Tree Warden Networks across the UK with local coordinators inspiring volunteer tree champions to get involved and care for the trees in their area.

Tree Warden volunteers are usually appointed by local councils or other community organisations, and working together, Tree Warden activities and projects are often wonderfully autonomous, and tailor-made to benefit the local area and community.

Every year, The Tree Council invites Tree Wardens to Regional Forums where they can network, share ideas and be inspired by presentations, workshops and the outdoor site visits and mini-training sessions.

Our small, energetic team comprises:

1. **CEO**
2. Executive / Development Assistant
3. **Director of Trees, Science & Research** (based Portsmouth)
4. Head of Major Tree Projects (*new role*)
5. Science & Research Projects Manager
6. **Director of Programmes, Partnerships & Comms**
7. Head of Comms & Partnerships
8. National Tree Warden Scheme Co-ordinator (based Leicester)
9. Orchards Project Manager (*new role*)
10. Administration Officer (*4 days a week*)
11. **Director of Finance** (*part-time*)

## TIMETABLE

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**Deadline for applications: Tuesday 19 July 2022, 12 noon**

Candidates selected for interview will be notified on Thursday 21 July by 5pm

**Interviews will take place online on Tuesday 26 July.**