

JOB DESCRIPTION

URBAN TREE CANOPY TRAINEE

Reports to: Youth Engagement Manager

Location: Home-based, ideally within the Glasgow City Region

Working Hours: Normal hours of work are 25 hours per week from Monday to Friday. Exact daily timings to be agreed with trainee

Salary: £14,872 (per annum)

Contract: 6 months

Principle working relationships: The trainee is expected to work with the Urban Tree Canopy Coordinator (Glasgow) and Clyde Climate Forest partners.

Key requirements: Applicants must be between the ages of 18 – 30

PURPOSE OF ROLE

- To work with the Urban Tree Canopy Coordinator (Glasgow) and Clyde Climate Forest partners including Councils and local communities to support the Trees for Climate Action project delivery through urban tree planting at numerous sites in the Glasgow city region.
- To support the delivery through a range of activities and events that engage local communities with tree planting and greening initiatives which aim to inspire and involve a new generation of people to plant, protect and promote urban trees in parks and open spaces, streets, schools and community spaces.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

- To assist the Urban Tree Canopy Coordinator with carrying out consultation activities with residents and local groups to gather feedback and inform tree planting projects.
- To assist with planning and support in the delivery of planting and educational workshops for schools and educational partners, community groups, and the general public.

- Support efficient and effective delivery of event stalls and other promotion and education events for local communities, schools, volunteers and stakeholders.
- Assist in collecting and accurately recording data that will support the evaluation of our projects.
- Attend and participate in regular team meetings and 121s with line manager.
- Understand personal and job related H&S responsibilities, co-operate with and inform Trees for Cities' Health & Safety, Safeguarding policies, Risk Assessments, resulting plans of action, and participate and complete training where required.
- Maintain a positive attitude to solving problems and flexibility to adapt and change with new projects.
- Work under own initiative to complete tasks independently.
- Be well organised, efficient and professional in approach to administrative tasks and responsibilities.
- Support other project delivery activities as required, such as corporate volunteer events.

PERSON SPECIFICATION

SPECIFICATION	ESSENTIAL	DESIRABLE
An enthusiastic and positive attitude to work	X	
Ability to prioritize and manage work to targets and deadlines	X	
Comfortable and willing to work outdoors and in all weather conditions	X	
Good written and verbal communications skills, with ability to engage effectively with a diverse range of audiences	X	
IT literacy – confidence using Google or Microsoft Workspaces: documents, spreadsheets, presentations, email, and project management software		X
Knowledge / interest in trees, horticulture and greening cities		X

Experience of organizing and managing delivery of a project		X
Experience of delivering workshops or outreach activities		X
Experience of working with children and young people		X
Experience in tree planting		X
Valid clean UK driving license		X
Eligible to work in the UK	X	

TRAINING

Trees for cities are committed to providing a range of on the job and direct training opportunities to support professional development and skills training.

Trees for Cities will provide:

- Opportunities to develop skills in tree planting, establishment and maintenance.
- Opportunities to develop project management skills and experience in delivering workshops, events and other engagement activities.
- Invitation to attend Field Studies Council training course and other relevant training provided by other organizations.
- A variety of opportunities to shadow tree professionals and work with a range of different partner organizations to enhance knowledge and understanding of the green sector.
- One to one support via your line manager to help identify professional development aims and tailor a personal training program. We will provide a training budget of £300.
- Learning opportunities to visit other UK based projects
- Personal Protective Equipment (PPE) needed for the position.

- Travel expenses to site-based activities will be reimbursed.

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 Scotland. Some weekend and evening work may be required, particularly during the planting season (October to March). Occasional out-of-hour 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.

Job holder may be subject to a Disclosure and Barring Service (DBS)/Protecting Vulnerable Groups (PVG) 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 in addition to public holidays
- Annual half day birthday leave
- Pension: Employees are required to make a minimum 3% contribution with Trees for Cities' making an enhanced 5% employer's contribution. Trees for Cities also offers the option to match additional contributions up to a further 2%.
- Parental Leave: Enhanced Maternity Pay
- Enhanced Occupational Sick Pay: 3 days full pay during probationary period which increases to 10 days full pay after successful completion of probation (pro rata for part-time staff and staff on fixed term contracts)
- Company Paid Healthcare with Simply Health
- Staff Socials (annual Staff Appreciation Day and End of Year Celebration)

Once salaried employees (permanent or fixed term) have successfully completed their probationary period, they are entitled to the following additional benefits:

- Professional development training budget
- Moving day allowance (up to one day per year in addition to their annual leave entitlement)
- Cycle to Work Scheme
- Employee Volunteering Day (one day)

- Career breaks in addition to annual leave linked to length of service.

Please note we are unable to provide visa sponsorship for this role, you must therefore have valid a right to work in the UK to apply to this role.