



Job Advert – Engagement Assistant

Responsible for:	Supporting the City of Trees team with the engagement and delivery of a range of outdoor events/activities across City of Trees' engagement programme, within Greater Manchester.
Location:	City of Trees, Discovery Works, Unit 3 Third Avenue, Manchester, M17 1BW
Contract type:	12 Months Fixed Term
Hours:	Full time, 36 hours per week
Reports to:	Citizen Forester Engagement Coordinator
Salary:	£24,565.30

Role overview

We're looking for a person with a passion for the outdoors and engaging with communities. The post holder will primarily be involved in the delivery of a range of different City of Trees engagement events across Greater Manchester including tree planting, environmental education, woodland management, greenspace improvement and other conservation and engagement work. As part of these projects, the successful applicant will support and assist the development of our Citizen Forester events programme to engage with the local and diverse communities in the region. This includes working with a variety of groups including schools, corporate volunteers, local communities.

About City of Trees

We are City of Trees, the Community Forest for Greater Manchester and registered charity. We plant trees, we look after trees, we promote a culture of trees. We plant trees for people; trees to create better, greener places; to boost health and wellbeing; to enhance green skills; and to tackle the climate and biodiversity emergency. We're rooted here in Greater Manchester, the place we live and work. We are proud to call Greater Manchester home and are passionate about making our region even better, one tree at a time.

Benefits

- Flexi-time
- 25 days paid holiday plus 8 bank holidays (pro-rata for part-time employees)
- Training and development opportunities
- Employer match up to 8% contribution pension scheme after 3-months service
- Cycle to work scheme
- Comprehensive health & wellbeing package

Key Responsibilities

- To lead in the planning and delivery of a range of engagement events – Citizen Forester volunteering events and other engagement events at green spaces, schools and other sites.
- To be responsible for health and safety when planning and leading events.
- To lead Citizen Forester events (such as tree planting and woodland management days) in a confident and enthusiastic manner, engaging with attendees and ensuring all event processes are adhered to.
- To lead and assist with preparing and loading tools and equipment prior to leaving for site/events, as well as unpacking, cleaning vehicles, tool cleaning and conditioning on return to the operational base.
- To assist in the development of the Citizen Forester volunteer programme by carrying out desktop and in-person engagement work. This includes working and forming relationships with local community groups, stakeholders and partner organisations, to support the Citizen Forester Engagement Coordinator.
- To work with the team to make positive contacts, maintain good relationships with local communities to broaden the reach of City of Trees' engagement.
- To work closely with our communications team with the promotion and marketing of our Citizen Forester programme.
- To represent and uphold the City of Trees brand and reputation while at events or on site.
- To document and record evidence from events in line with funding requirements, complete essential administrative duties related to engagement events and keep record of project statistics in line with internal policies.
- To work in a flexible manner and to undertake any other duties and responsibilities that may be assigned from time to time, which are commensurate with the grade of the job. This will occasionally include evening and weekend work.
- To undertake informal and formal training as agreed.
- To carry out duties with full regard to Equal Opportunities, Child & Vulnerable Adult and Health and Safety policies.
- To travel throughout Greater Manchester as required

The above list is not exhausted of all duties and responsibilities. Please note this role includes many practical activities and includes working outside in all weathers with the need to be on your feet for extended periods of time.

Person Specification

	Essential	Desirable
Qualifications		
A relevant degree OR proven experience in a similar role	X	
Full clean driving license	X	
Experience		
Experience of working in the environmental sector	X	
Confidence and experience of driving a large vehicle or van		X
Planning & leading community engagement events	X	
Experience of working with and managing volunteers	X	
Knowledge and skills		
An understanding of the role of trees and woodlands in responding to the climate and biodiversity emergency		X
Awareness of health and safety processes involved in project delivery, writing risk assessments, taking responsibility for highlighting any concerns/improvements	X	
Confident using hand tools and showing others how to follow best practice by delivering tool talks	X	
Excellent time keeping skills	X	
Excellent communication skills	X	
Confidence in leading events	X	
Good knowledge of Microsoft tools such as Word, Excel, Outlook etc.	X	
Professional and approachable	X	
Ability to work flexibly to meet the needs of the organisation	X	
Ability to work independently as an individual and as part of a team	X	

Application information

If you would like to apply for the role, please send a CV and cover letter to the HR Team at hr@cityoftrees.org.uk

We are an equal opportunities employer and welcome applicants from all sections of the community.

The closing date for applications is Monday 24th November Face to face interviews are due to take place Thursday 4th December at the City of Trees office in Trafford.