



Urban Forestry Assistant: Bolton– Job Description

Responsible for:	Being a key part of the Urban Forestry Services Team who deliver a range of practical projects across Greater Manchester
Location:	City of Trees, Discovery Works, Unit 3 Third Avenue, Manchester, M17 1BW but mainly based out in the field across Greater Manchester
Contract type:	6-month fixed term
Hours:	Full time, 5 days a week– 36 hours
Reports to:	Urban Forestry Coordinator
Salary:	£23,587

Role overview

We are looking for motivated individuals with a passion for working outside to join our Urban Forestry Services Team, undertaking a variety of practical projects across Greater Manchester. These projects will include woodland creation, standard tree planting, woodland management, greenspace improvement and other associated conservation works. Please note, this is a physically demanding role that includes working outside in all weathers.

Due to the source of funding for this role, applicants for this role must have a Bolton post code.

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.

The Perks

- 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 duties and responsibilities

- To assist in the delivery of a range of practical projects which are undertaken by our contract team including (but not limited to) woodland creation including tree planting, woodland management, mulching, vegetation removal, habitat management, invasive species removal, standard tree planting and other conservation works. This may occasionally involve working with volunteers including members of the public, corporate organisations and other partners.
- To assist with preparing and loading tools and equipment prior to leaving for site, as well as unpacking, cleaning vehicles, tool cleaning and conditioning on return to the operational base
- To assist with the sorting of deliveries of trees and materials at the operational base, as well as warehouse tasks
- To drive the team to site, daily (using company vehicles).
- To represent and uphold the City of Trees brand and reputation while at events or on site
- To always be mindful of health and safety, both on site and at the operational base
- To work in a flexible manner and to undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.
- 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

Person Specification

	Essential	Desirable
Location		
Current address with a Bolton postcode	X	
Qualifications		
Full driving license		X
Experience		
Experience of working/volunteering in the environmental sector		X
Experience of working outdoors		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 including completing site-based risk assessments, taking responsibility for highlighting any concerns/improvements		X
Confident using hand tools and showing others how to follow best practice		X
Excellent time keeping skills	X	
Professional and approachable	X	
Ability to work flexibly to meet the needs of the organisation	X	
Ability to work autonomously 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 **Friday 21st November**

The recruitment process will be carried out in two stages:

- Stage 1: Face to face interview, held at the City of Trees office in Trafford Park on **Thursday 27th November**
- Stage 2 (For candidates who are shortlisted following the initial interview): Practical session and opportunity to meet the our Urban Forestry Services Team. **W/c 1st December, likely to be Tuesday 2nd Dec in Styal.**