



Job Advert – Urban Forestry Coordinator

Responsible for:	Leading on the coordination of the Urban Forestry Services Team's work programmes and supporting Forestry & Operations colleagues
Location:	City of Trees, Unit 3 Discovery Works, Third Avenue, Trafford Park, M17 1BW
Hours:	Full time, 36 hours per week
Contract:	1-year fixed term
Salary:	£32,531- £34,940 dependent on experience
Reporting to:	Head of Operations

Role overview

City of Trees is looking for an Urban Forestry Coordinator to lead on the coordination and scheduling of our Urban Forestry Services Team's work programme. The Urban Forestry Services Team are site-based daily, undertaking a wide range of work including woodland creation planting, standard tree planting, tree establishment works and woodland management, including the use of chainsaws.

The postholder will work closely with two Urban Forestry Supervisors, and other members of the Forestry & Operations team, to schedule the team's day to day activities, ensuring that all regulatory and safety processes have been followed prior to commencement of works on site.

Additional responsibilities include the line management of Urban Forestry Assistants. This is a new role within the organisation, and the duties may evolve over time.

About City of Trees

We are City of Trees, the Community Forest for Greater Manchester and a registered charity. We plant trees, we look after trees, we promote a culture of trees. We plant trees for people; 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

- Flexitime
- 25 days paid holiday plus 8 bank holidays (pro rata)
- Additional annual leave reward linked to continued service
- Training and development opportunities

- Employer match 8% contribution pension scheme
- Cycle to work scheme

Key duties and responsibilities include:

- To lead on the coordination of the Urban Forestry Services Team's work programme, working closely with the Urban Forestry Manager and Urban Forestry Coordinator (already in post) to understand upcoming work and operational priorities
- To ensure that the team have all the necessary trees, materials and equipment to carry out their daily work. This will involve liaising with colleagues within Forestry and Operations to procure materials and place orders
- To lead on health and safety for the Urban Forestry Services Team, ensuring all necessary regulatory and relevant requirements are compiled prior to commencement of works and that all on-site activities comply with these requirements
- To coordinate the use of vehicles, tools and equipment and organise staff across multiple teams
- To provide onsite supervision alongside Urban Forestry Supervisors, helping to resolve on site issues and maintain delivery progress
- To cultivate and maintain positive relationships with a range of stakeholders including landowners, external contractors and project partners
- With support from colleagues within Forestry & Operations, oversee the quality and accuracy of all work delivered by the Urban Forestry Services Team.
- To maintain accurate records of the teams work, updating the organisation's content management system as required
- To support with the recruitment and training of staff within the Urban Forestry Services Team
- Line management of Urban Forestry Services Team members
- 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.
- 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.
- Travel throughout Greater Manchester as required

Personal specification:

	Essential	Desirable
Experience		
Experience of managing complex work programmes with varying timescales and priorities	X	
Experience of resolving practical site-based challenges	X	
A thorough understanding of the application of Health & Safety in forestry operations, including experience of producing and reviewing RAMS	X	
Experience of using content management systems to coordinate programmes of work (preferably Monday.com)	X	
Line management experience	X	
Basic use and knowledge of GIS, preferably QGIS		X
Good understanding of woodland creation and woodland management practices		X
Personal attributes		
Strong organisational skills	X	
Practical problem-solving skills	X	
Approachable leadership style	X	
Ability to confidently build working relationships with a range of stakeholders	X	
Strong, clear communicator	X	
A positive, proactive and flexible attitude	X	
Self-motivated and ability to work independently and as part of a team	X	
Qualifications		
Full clean driving license	X	
Forestry Works Management qualification		X

Additional information

How to apply: Should you be interested in this role, please submit a full CV and covering letter to our HR Team at hr@cityoftrees.org.uk detailing your relevant skills and experience.

The closing date for this advertisement is **Wednesday 2nd September** with interviews expected to be held on at our Trafford Park office on **Friday 11th September**.

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