



Outdoor Events Assistant– Job Advert

Responsible for:	Supporting the team with the delivery of a range of outdoor events/activities across the City of Trees Autumn/Winter Citizen Forester engagement season.
Location:	City of Trees, Discovery Works, Unit 3 Third Avenue, Manchester, M17 1BW
Contract type:	6 months Fixed Term
Hours:	Full time, 36 hours per week
Reports to:	Engagement Delivery Coordinator
Salary:	£23,793.12 (per rota, per annum)

Role overview

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

This is an excellent opportunity for someone looking to build a career in environmental engagement, conservation and community forestry. Working alongside our experienced delivery team, you will help deliver tree planting and woodland projects that make a lasting difference across Greater Manchester.

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

- Flexitime
- 25 days paid holiday plus 8 bank holidays (pro rata per contract term)
- 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

- To assist in the delivery of a range of outdoor projects and events in green spaces, schools and other sites.
- To assist in the delivery of a range of outdoor activities including corporate days, education sessions and our Citizen Forester public volunteering programme. This includes:
 - Practical activities (including but not limited to) woodland creation and woodland management – specifically tree planting, mulching and weeding, habitat management, vegetation clearance, invasive species removal, tree nursery operations and other conservation works.
 - Ad-hoc events such as dementia-friendly walks and nature-based engagement activities.
- To 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 with the sorting of deliveries of trees and materials at the operational base, as well as warehouse tasks.
- To work with the team to make positive contacts and maintain good relationships with local communities.
- To represent and uphold the City of Trees brand and reputation while at events or on site.
- To assist our Urban Forestry Services Team, in all tasks including tree planting, maintenance and woodland management works, if and when required.
- 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. This will occasionally include working with our Urban Forestry Services Team, evening and weekend work.
- To always be mindful of health and safety when delivering events and at the operational base.
- 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.

Please note, this role involves regular outdoor physical activity, including tree planting, carrying equipment and working in varying weather conditions across Greater Manchester.

Person Specification

	Essential	Desirable
Qualifications		
A relevant degree OR proven experience in a similar role		X
Full clean driving license	X	
Experience of driving work vehicles, specifically vans		X
Experience		
Experience of working in the environmental sector, specifically community engagement events		X
Experience of working in outdoor settings, in all weathers	X	
Experience of working with and supervising volunteers	X	
Experience of working with children in an outdoor setting		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 and 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	
Excellent communication skills	X	
Professional and approachable	X	
Ability to work flexibly to meet the needs of the organisation	X	
Ability to work as an individual and as part of a team	X	

Application information

If you are interested in the role, please submit your CV and cover letter highlighting your suitability to the role to hr@cityoftrees.org.uk

The successful candidate will be required to have a DBS check. The DBS check is a standard procedure for anyone who will be working with children or vulnerable adults.

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

We are committed to creating an inclusive recruitment process. If you require any reasonable adjustments during the application or interview process, please let us know.

The closing date for applications is **28th September 2026 12:00**

Interviews will be held at the City of Trees office in Trafford Park, on **7th October 2026**