

JOB DESCRIPTION

Job Title:	Assistant Project Officer – City of Trees
Location:	City of Trees Office, 6 Kansas Avenue, Salford M50 2GL
Contract type:	12 month Fixed Term
Salary:	£17,681 – £19,446 dependent on experience
Hours:	Full time, 36 hours per week
Reports to:	Operations Manager

The post holder will be employed by the Community Forest Trust (Charity No 1072706) on behalf of City of Trees.

Join the team working to drive the City of Trees movement!

It's an exciting time to join the City of Trees team. We have grand ambitions to green Greater Manchester. There is a lot going on – and so much more to be done.

The role of Assistant Project Officer will be primarily to assist in the delivery of the Trees for Learning Project. The post holder will assist in the development, planning and delivery of tree planting projects and associated environmental education activities with primary schools across Greater Manchester.

Part of the role will also include supporting the delivery team with the organisation's programme of activities such as corporate working days, volunteer sessions and a variety of public events.

Main duties of the post will include:

1. To work with the project lead to make positive contacts and maintain good relationships with Greater Manchester primary schools and other project partners
2. To assist in the planning and delivery of tree planting projects in school grounds, green spaces and other sites
3. To be responsible for health and safety when planning and leading events
4. To assist and lead in the planning and delivery of a range of environmental education activities

5. To assist in planning and delivering teacher training sessions, whole school assemblies, and other talks and workshops as required
6. To work closely with other members of the City of Trees team to maximise opportunities and resources including assisting in funding bids
7. To assist the Communications Manager in promoting the benefits of Trees For Learning and other projects through presentations, displays, events, social media and general publicity as needed
8. To document, monitor and evaluate the projects in line with funding requirements and keep record of project statistics in line with internal policies
9. To control expenditure within agreed project budgets to ensure adherence to financial policies and regulations
10. 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 evening and weekend work
11. To undertake informal and formal training as agreed
12. To carry out duties with full regard to Equal Opportunities, Child & Vulnerable Adult and Health and Safety policies
13. To travel throughout Greater Manchester as required

APPLICATION DEADLINE: Tuesday 8th January 2019, 12pm

INTERVIEW DATE: Monday 14th January 2019