



Outdoor Events Assistant – Job Advert

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| Responsible for: | Supporting the team with the delivery of a range of outdoor events/activities across the City of Trees woodland creation programme within Greater Manchester. |
| 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: | Delivery Coordinator |
| Salary: | £23,620.48 (pro rata) |

Role overview

We're looking for a person with a passion for the outdoors and engaging with communities to join our team. 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.

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)
- Additional annual leave reward linked to continued service
- Training and development opportunities
- Employer match 8% contribution pension scheme
- Cycle to work scheme

Some key duties and responsibilities include:

- 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, 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 always be mindful of health and safety when delivering events and at the operational base

The above list is not exhausted of all duties and responsibilities. Please note that this role includes many practical activities, some involving heavy lifting and the need to be on your feet for extended periods of time.

The successful candidate will have excellent timekeeping and communication skills, while being professional and approachable. While experience of working in the environment sector is not essential, it would be beneficial.

Having a full clean driving licence is essential for this role.

Application information

If you are interested in role, please submit your completed application form to our HR Team at 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.

The closing date for applications is **Sunday 27th October 2024**.

Interviews will be held at the City of Trees office in Trafford Park on **Thursday 7th or Friday 8th November 2024**.