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Directorate: Environment, Culture, Leisure and Events		Service Area: Environment, Leisure and Green Infrastructure	
JOB TITLE: Community Tree and Woodland Officer			
GRADE: H			
REPORTING To: Strategy and Greenspace Development Manager			
1.	<p>JOB SUMMARY:</p> <p>In partnership with ‘Trees for Cities’, Stockton Council is in receipt of ‘Green Recovery Challenge Funding’. This is to facilitate a major tree planting programme (15,000 tree whips and 200 fruit trees over an 18-month period between October 2021 and March 2023) and to deliver a range of other community and educational activities to promote interest and involvement.</p> <p>The postholder will be responsible for delivering the outputs and outcomes of the project, working with communities and partners throughout the borough.</p>		
2.	<p>MAIN RESPONSIBILITIES AND REQUIREMENTS</p>		
	1.	To be responsible for the delivering the outputs and outcomes identified for Stockton Borough under the Forgotten Places programme (funded through the Green Recovery Challenge Fund). .	
	2.	To deliver a programme of tree planting and woodland management on Council owned property that will contribute towards nature recovery in Stockton – specifically related to increasing woodland cover and achieving a range of environmental, economic, and social benefits.	
	3.	To facilitate community participation in all aspects of the project, including planning and delivery of new tree planting, nd a programme of management and aftercare, and events / educational activities, with a particular focus on those wards with high levels of social and economic deprivation.	
	4.	In conjunction with other officers and external providers to contribute towards the of design tree planting schemes.	
	5	To lead on the practical implementation of tree planting schemes in conjunction with community volunteers, constituted groups, school groups etc.	
	6	To lead on the development and delivery of a programme of community activities and events to promote interest and involvement in trees and woodlands.	
	7	To lead on the development of resources to support community participation and learning in relation to trees and woodlands.	

8	To liaise and develop partnerships with community groups, volunteers, ward councillors, town and parish council and others.
9.	To be a 'tree champion' and promote the importance of trees to communities and partners.
10	Promote the project via social media and existing Council outlets such as Stockton News and via presentations, talks and other media.
11	Monitor and record outputs of the programme and make recommendations for further actions and activities.
12	Lead volunteer awareness/training and behavioural change programmes.
13	To assist in the procurement of trees and other supporting materials.
14	To be the main point of contact with elected members, partners and the public for all matters relating the project (tree planting schemes, events and other activities).

3. GENERAL

1. To support and promote the Council's core values and corporate service standards and communicate these throughout he team.
2. Ensure compliance with the requirements of Statute and regulations for this service area.
3. To undertake such other duties and responsibilities commensurate with the grading and nature of the post.
4. To take responsibility for your personal Health and Safety and ensure compliance with Health and Safety legislation.
5. To prepare and present reports where required.
6. To be responsible for the allocation of projects, monitoring of performance and budgets.
7. To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.

Job Evaluation - This job description has been compiled to inform and evaluate the grade of the job using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.

Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)	Neil Mitchell		26/7/21
Job Description agreed by: (Post holder)

Job Description dated 26th July 2021



PERSON SPECIFICATION

Job Title/Grade	Community Tree and Woodland Officer	
Directorate / Service Area	Environment, Culture, Leisure and Events	
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Good general education to GCSE or equivalent level.	Recent, demonstrable evidence of qualifications relevant to the role. Professional Tree Inspection Certificate. Forestry or agricultural qualification (City & Guilds etc) A degree qualification in landscape or countryside management, or other related subject. Health & Safety Qualification.	Application form
Experience	<ul style="list-style-type: none"> • Experience of undertaking practical conservation work, preferably involving volunteers and/or local communities. • Experience of partnership working with the voluntary sector or in a community setting. 	Recent bid writing experience.	Application / Interview

	<ul style="list-style-type: none"> • Experience in completing complex, tasks to a high standard and within agreed deadlines. • Experience of organising and facilitating small-scale community events / activities 	Proven relevant public or commercial sector experience working in the Arboricultural sector	
Knowledge & Skills	<ul style="list-style-type: none"> • Knowledge of tree and woodland planting and management • Understanding of Health & Safety legislation • Ability to understand and communicate effectively, both orally and in writing. • Ability to develop and implement community-based projects and activities within a political environment. • Ability to demonstrate customer sensitivity and awareness. • Ability to apply initiative. • Demonstratable IT skills. 	<p>Ability to liaise with businesses and contractors to deliver the best outcome for the authority.</p> <p>Knowledge of relevant statutory legislation.</p>	Application/Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • To demonstrate passion, commitment regarding trees / woodlands, and ability to inspire others. • To be independent and use initiative in developing solutions to problems. • To be able to mediate and agree the best outcome with politicians, officers and the public. 		Application / Interview

Other requirements	<ul style="list-style-type: none">• Willingness to participate in training relevant to the post• Willingness to work as part of a team• Enthusiastic and hard working• High personal standards and self-discipline.• Interest in extending level of knowledge.• Able to travel independently across the borough and have a full, valid UK driving licence.• Must be able to vary working hours to incorporate evening and weekend work as required.		Application/Interview
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Person Specification dated 26th July 2021