



Operations and Engagement Coordinator Job Pack

Birmingham TreePeople is hiring an Operations and Engagement Coordinator to join our small team on a part time (0.5 FTE) contract. The role will involve supporting the delivery of all the charity's work, from planting trees to fundraising, alongside the Operations Manager and the Community Engagement and Co-production lead. This vital new position will increase our capacity to deliver meaningful engagement and a healthier and more diverse urban forest.

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Job Description

Hours: 0.5 FTE (18.5 hours per week) Flexible working hours with some evening and weekend work possible

Holiday entitlement: 28 days pro rata (14 days per year, excluding bank holidays which are also pro rata)

Salary: £24,000 pro rata (£12,000 per year, paid monthly)

Duration: Fixed term until September 2027

Location: Remote working

Responsible to: Operations Manager

Breakdown of role:

The Operations & Engagement Coordinator will be responsible for:

- Supporting tree planting activity
- Ordering materials
- Working with contractors
- Supporting community engagement events
- Growing our online presence & engagement
- Creating digital content for social media
- Responding to online queries
- Supporting fundraising activities
- Supporting the development of new policy documents when needed
- Coordinating volunteer engagement
- Supporting online file management systems
- Maintaining online image and digital asset archives
- Supporting funder reporting

Person specification

The Operations and Engagement Coordinator is a vital role that helps connect all the work we do together as well as to our audience and stakeholders. We're therefore looking for somebody with the following essential skills and experience:

- Digital and written literacy able to support administrative work across the charity.
 - Excellent organisation and time management skills.
 - Great communication skills and ability to work with a wide range of stakeholders.
- You'll be able to adapt to communicate with different audiences.

- A confident speaker who's able to be the key contact in group situations

We're also looking for someone who can demonstrate the following desirable skills:

- Can draw on their knowledge and experience to creatively solve problems
- Works calmly and effectively and under their own initiative.
- Is passionate about social and environmental justice work and who wants to support greater equity in both areas.
- Has knowledge of tree species and arboriculture.
- Can work closely within our small team. We want someone who likes to collaborate and listen to other ideas and who is willing to be flexible with theirs.
- Is happy to be dynamic and support a range of tasks that may come up.
- Is open-minded, inclusive and respectful of others.
- Is interested in supporting the charity to grow over the coming years with a view to increase employee numbers, opportunities and audience.



About Birmingham TreePeople

Birmingham TreePeople is a charity that plants, promotes and cares for trees and other green infrastructure in the city. We aim to engage as many people as possible in tree care and tree establishment to help increase the city's canopy cover, biodiversity and resilience to the negative impacts of climate change. We support underserved communities to connect with their neighbourhood trees through the co-production of engagement activities as well as through free training and we are an accredited training centre for the Level 2 Arboriculture qualification.

With the support of funding we've been running regular street tree survey work to map and gather data on the health and geographic spread of Birmingham's newly planted street trees. Surveyors receive training on identifying pests & diseases and other indicators of poor tree health and are paid expenses. Our orchard mapping project which began in spring 2025 aims to create an open source map of all of Birmingham's publicly accessible orchards to give greater access to free fresh fruit and nuts in the city. And as part of this we're working on how to communicate this in creative ways that can reach as wide an audience as possible.

We partner with many other environmental, social, cultural and artistic freelancers and organisations and collaborative and transparent working is a large part of our organisational identity. We're at the beginning stages of establishing a community tree nursery in the city which is an exciting opportunity to have a permanent base of operations as well as a dedicated training space.

Birmingham TreePeople was born out of Birmingham City Council's Tree Warden programme which was established by the Council's Tree Officers in 2016. Today the charity is independent from the city council, but works in partnership with them on many projects.

The way we work

We have charitable aims and objectives that determine how we work across the city and who we work with. Our name connects the words Tree and People to demonstrate the importance of both in the work that we do. We work in collaboration with community groups to really understand the local issues that may influence how they currently view trees and green spaces in their neighbourhoods and we tailor our activities and work with all of this information in mind. We recognise that arboriculture, as an industry, is not

accessible to all and that taking part in community projects is a privilege not afforded to everybody. We therefore do our best to communicate in Plain English, to have open discussions about issues facing Birmingham's many communities and to remunerate involvement where appropriate.

We gain funding from a mixture of sources including private donations, public funding bodies, training course sales and "Treemembrance" planting activities. We have policies in place that ensure that we know where our money is coming from and have refused to accept donations in the past that we believe are an attempt at greenwashing or are from organisations whose activities do not align with the aims of the charity.

We have paid members of staff who carry out the day-to-day activities of Birmingham TreePeople as well as a board of unpaid trustees who act as critical friends. Trustees are responsible for ensuring the charity is financially sustainable and operating legally toward the agreed aims. At Birmingham TreePeople the trustees are also very active in supporting the work, whether that's street tree surveys, orchard mapping, accounting, event support or policy writing.

Day to day activities

This new role will increase our operational capacity and allow us to better deliver our charitable aims. If successful, you will be supporting all of the work of the charity which can vary each day and may include:

- Volunteer organisation
- Event planning and support
- Species selection and ordering
- Equipment inventory and maintenance
- Planting location mapping
- Strategic development & research
- Fundraising
- Report writing
- Website content management
- Social media engagement
- Image and asset management
- Partnership engagement
- Tree care and maintenance

Long term plans - what we're working on

We're currently in an exciting transition phase from trustee-led to employee-led organisation and there is still some work to be done to make this transition complete. We're also in the process of reviewing the way we work with volunteers and the way we communicate with various audiences. We're looking for someone with creative ideas and excellent organisational skills to help us to make the most of all of these changes and to help to deliver our ambitious project of establishing a permanent base of operations and a new community tree nursery. With all this change we're also keen to develop a new brand image and website for the charity and this will be something any new employee would also support with.

Process and timeline

To apply for this role please submit:

- Your CV (max 2 A4 pages) as well as;
- A letter of application (max 2 A4 pages) that clearly demonstrates:
 - Why you want to work with Birmingham TreePeople
 - What you've worked on which illustrates your relevant experience
 - The skills and knowledge you've gained that match the ones we're looking for
 - What motivates you and how do you think you will fit with the way that we work
- The names and contact details of two referees who are happy to be contacted if you are invited for interview

Travel costs for those invited for interview will be reimbursed up to a value of £35.

If you have any access requirements that you think we should be aware of, or if you have any questions about the role and the process you can contact the Operations Manager, Matthew Cox on matt@birminghamtreepeople.org.uk

Deadline for applications is midnight on July 27th 2025

Interviews will be arranged from August 4th

Please send your application to: matt@birminghamtreepeople.org.uk

Equal Opportunities Statement

Birmingham TreePeople will ensure that all existing and potential employees receive equal consideration and are committed to the elimination of unlawful or unfair discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. Birmingham TreePeople are working toward having a staff team and board of trustees that better reflect the composition of the City's population. To achieve this the Charity will take active and positive steps to eliminate discrimination, reduce the effects of past discrimination and to promote equality in employment. We welcome applications from people with characteristics and backgrounds currently under-represented in the arboriculture and environmental sectors.

www.birminghamtreepeople.org.uk

@birminghamtreepeople

Charity No. 1190536

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