



Tree Nursery Coordinator Job Pack

Birmingham TreePeople is hiring a Tree Nursery Coordinator to join our small team on a part time (10hrs/week) contract. The role will involve caring for trees in our Nursery in Kings Heath Park, coordinating volunteers and supporting other work of the charity where appropriate. This vital new position will increase our capacity within our Community Nursery and provide more, locally grown, trees - contributing to a healthier and more diverse urban forest around Birmingham.

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Job Description

Hours: 10 hours per week Flexible working hours with some weekend working.

Holiday entitlement: 28 days pro rata (8 days per year, excluding bank holidays)

Salary: £26,000 pro rata (£7,027 per year, paid monthly)

Duration: Fixed term until August 31st 2027

Location: Kings Heath Park

Responsible to: Operations Manager

Breakdown of role:

The Tree Nursery Coordinator will be responsible for:

- Caring for trees
- Propagating from a variety of methods
- Coordinating volunteer engagement in the Nursery
- Ordering materials
- Working with contractors
- Supporting tree planting activities
- Supporting community engagement events
- Supporting social media content creation
- Supporting fundraising activities
- Supporting online file management systems
- Supporting funder reporting

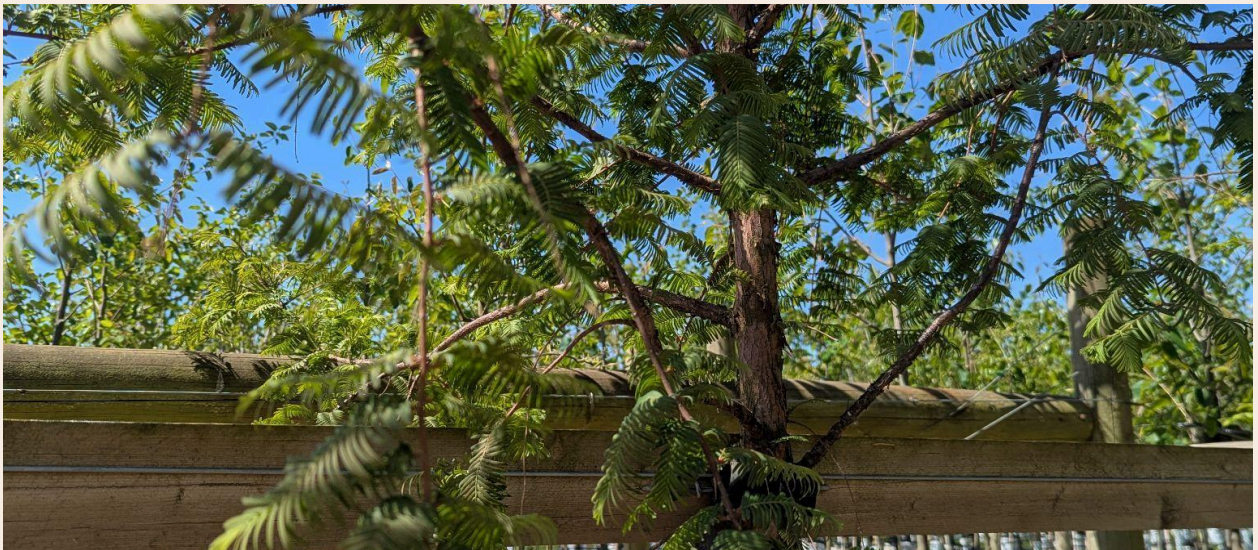
Person specification

The Tree Nursery Coordinator role is an important next step for Birmingham TreePeople as we establish our Community Nursery. We're therefore looking for somebody with the following essential skills and experience:

- Knowledge of tree species and arboriculture
- Knowledge and experience of tree care and methods of propagation
- Experience in tool use and tool care & maintenance
- Experience and knowledge of health and safety and best practice guidelines
- Excellent organisation and time management skills
- Great communication skills and ability to work with a wide range of stakeholders and particularly volunteers
- 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
- Digital and written literacy able to support administrative work
- Is passionate about social and environmental justice work and who wants to support greater equity in both areas
- 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 workshops.

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 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 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, event support or policy writing.

Day-to-day activities

This new role will increase the capacity within our community tree nursery and allow us to better deliver our charitable aims. If successful, you will be coordinating work that happens within the nursery. This may include:

- Tree care and maintenance
- Weekly volunteer organisation
- Supporting event planning and support
- Supporting species selection and ordering
- Equipment inventory and maintenance
- Water management and following sustainable practices
- Maintaining a safe working environment
- Strategic development & research
- Supporting fundraising activities
- Supporting report writing
- Supporting social media content creation
- Maintaining shared online file management systems
- Partnership working with other organisations in Kings Heath Park as well as regional and national partners
- Being responsible for the security of the tree nursery, including opening the tree nursery in the morning and closing at the end of your work days

The Community Nursery and our long term plans

Once part of the park's teaching gardens, the site is now where we grow young trees that will one day be planted across the city. In the space we also run workshops and training on tree care, using the nursery to explore both traditional and modern growing techniques. The Community Nursery will give us opportunities to experiment with formative pruning techniques and to cultivate species and varieties that we have not yet worked with, thinking of long term climate resilience and greater tree equity around Birmingham.

We have long term plans to become Plant Healthy and Organic certified. We also aim for the nursery space to be self-sustaining in the long term, providing a variety of training courses people can pay to join and through tree sales.

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 and;
 - 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 29th April

Interviews will be arranged from 6th May

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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