**JOB DESCRIPTION**

Job Title: Green Streets Project Officer

Location: c/o Community Forest Trust Office, 6 Kansas, Avenue, Salford M50 2GL (Remote Working)

Working at various locations across West and North Yorkshire.

Contract type: fixed term contract until March 2025

Salary: c£31,346 - 33,372 depending on experience

Hours: Full time, 36 hours per week

Reports to: Meeka Tomey-Alleyne Green Streets Development Manager

Responsible for: Planning, designing, delivering and establishing urban tree planting projects across the White Rose Forest in North and West Yorkshire

**Overview**

It is an exciting time to work with the White Rose Forest. From protecting our natural environment to improving the health and wellbeing of our local communities and mitigate against the impacts of the climate emergency, the role of England’s Community Forests and tree planting has never been more important. The White Rose Forest is also helping to deliver the larger Northern Forest that will stretch from Liverpool to the Yorkshire coast.

We have support and funding in place from across local and national Government and our respective partnerships, and we have set ambitious targets to plant millions of trees here in Yorkshire over the next few years.

To help us achieve these targets we are now recruiting for a Green Streets® Project Officer. Green Streets® is our planting programme focused on increasing tree cover in urban areas across North and West Yorkshire. It aims to improve air quality, make our urban spaces more attractive for businesses and investment, and encourage the uptake of active travel. The programme looks to integrate more natural and semi-natural areas, such as water bodies and green wooded spaces (green and blue infrastructure), into transportation and urban design in North and West Yorkshire.

This new post is funded primarily by the Department for Environment, Food and Rural Affairs (Defra) via their Northern Forest Grant Agreement. The Green Streets® Project Officer will be employed on a fixed term basis until March 2025 contract by the Community Forest Trust, the charity that supports England’s Community Forests, on behalf of the White Rose Forest(WRF).

In this role the successful candidate will be part of the WRF Core team that supports WRF partners in the delivery of new trees and woodlands. The WRF is an ambitious woodland creation partnership and we are looking for a new member of the team who shares our passion for urban trees, woodlands and the benefits they bring to our urban spaces. The Green Streets® Project Officer will be responsible for developing and delivering a wide range of high quality and sustainable urban planting projects.

The Green Streets® Project Officer role will involve: identifying new tree planting opportunities and initiatives through mapping analysis, liaising with landowners – public and private; liaising with other stakeholders including local authority teams and community organisations; drawing up detailed planting plans and supporting schemes through the regulatory approvals process ; and ensuring new tree planting projects grow into high quality well managed urban trees and woods.

The successful applicant will work closely with the core local authorities, White Rose Forest partners and their teams, as well as third sector partners, adding value to existing activity. Community engagement is at the heart of our work and new tree planting projects will aim to engage a wide range of audiences in a variety of ways, for example through practical conservation activity, education and learning and health initiatives.

**The main duties of the Green Streets Project Officer are:**

1. To develop small scale urban woodland creation and tree planting projects that deliver the Green Streets® programme across the North and West Yorkshire;
2. To identify new opportunities for woodland creation and tree planting across North and West Yorkshire, through needs and opportunity mapping;
3. To support the Green Streets Development Manager as required to build funding programmes and the working of the Green Streets Task Group
4. To make and sustain contact with landowners, both public and private – including businesses and developers, to promote and develop tree planting schemes;
5. To undertake and prepare site surveys and assessments required for designing high quality for urban woodland planting and management plans;
6. To provide advice on all aspects of tree planting and woodland management to partner organisations, landowners and local communities;
7. To supervise the creation of new woodland and woodland management operations ensuring industry quality standards and other related best-practice principles are met;
8. To maximise opportunities for public engagement in tree planting projects where possible, including liaising with community groups and local residents;
9. To promote the White Rose Forest through presentations, displays and events, and work with communication colleagues as required;
10. To ensure value for money and to control expenditure within agreed project budgets to ensure adherence to financial policies and regulations
11. To support the collection, collation and analysis of monitoring data from projects, producing summary reports and presentations to colleagues, funders and key decision makers;
12. To undertake informal and formal training as agreed; and
13. To travel throughout West and North Yorkshire as required.

## Person Specification

**Essential Skills and Experience**

* Experience of developing environmental and economic regeneration projects, preferably including urban tree planting and woodland creation schemes
* Excellent organiser who has a strong attention to detail, with the ability to plan work schedules and work to deadlines.
* Experience of working in partnership with others to unlock opportunities and deliver mutually beneficial outcomes
* Strong project coordination and development skills, with the ability to multi-task, problem solve and monitor/report on the delivery of projects.
* A confident communicator, with the ability to engage a wide variety of project partners and oversee planting events as required.
* Must be able to work on own initiative but also enjoys working as part of a team.
* Must be able to cope with flexibility and change in line with funder priorities.
* Strong administrative skills and a high level of IT literacy.
* Qualified to degree level, preferably in a relevant field e.g. Forestry or environmentally based subject.
* Clean driving licence

**Desirable skills and experiences**

* Knowledge of urban trees and practical experience including tree planting and maintenance.
* Landowner focused engagement and communication
* Outdoor event management experience including experience of managing volunteers.
* Health and Safety and Risk Assessment qualification.
* Numerate and able to work with spreadsheets and budgets.
* Member or associate of a professional institute such as the Institute of Chartered Foresters

**Personal Qualities**

* Excellent verbal and written communication skills.
* Demonstrate a personal commitment to tree and woodland canopy expansion
* Confident and capable with the experience of managing diverse partnerships and event logistics.
* Planning and problem-solving ability.
* Able to manage time efficiently and to ‘multi-task’ whilst working to deadlines.
* Willing and able to travel and to work on weekends as required (some community planting days are held on Saturdays during the autumn and winter).

All employees have a duty under the Health & Safety at Work Act to ensure that their working environment is kept free of hazards that may prove injurious to themselves, their colleagues, and all those engaged in the charity’s activities.