Job Description: **Community** **Tree Nursery Coordinator**

**1 year contract – 16 hours over 3 days a week Enquiries to Rodger Barton (****jolly\_rodger@hotmail.com****) or Mark Summers (****welldresskernow@gmail.com****)**

**Location:** BolghenCommunityTree Nursery located at Trethowel, St Austell, Cornwall

**Job Title:**  Community Tree Nursery Coordinator

**Salary:**  £14.50 per hour, 16 hours split over 3 days to include (regular, pre-agreed) Saturdays or Sundays. This role is offered on a self-employed basis. Guidance can be given at interview stage

**Responsible to:** Rodger Barton (Director)

**Direct reports:** Volunteers, community

**Purpose of Job:** To co-ordinate the activities of Bolghen community tree nursery, establish regular volunteer groups, and help grow over 5,000 native broadleaved trees a year.

**MAIN DUTIES AND RESPONSIBILITIES**

**Operational**

* Manage the community tree nursery, including seed sowing, tree nursery bed and cell grown preparation, weeding, mulching, watering, transplanting, and root pruning
* Grow over 5,000 native broadleaved trees each year, to BS3936-4: 2007 Nursery Stock standards, both bare root and cell grown.
* Maintain the tree nursery in good order, ensuring the physical appearance of the tree nursery is maintained in excellent condition at all times
* Establish and run volunteer days, providing a welcoming, enjoyable and engaging experience
* Ensure risk management is effective and proactively managed

Administration

* Fulfil the requirements of the Forest Reproductive Materials and Plant Health regulations (training will be given)
* Maintain excellent record keeping, digitally and in written form
* Undertake all general administrative duties for the position, using IT (Windows, Outlook and MS Office packages, web-based systems), and establish and maintain files and systems of work and data recording
* Post will liaise with the project (F4MP/WT) and report to it at quarterly meetings
* To take relevant images/videos to promote Bolghen CIC through its social media channels

**Human Resource**

* To be aware of and adhere to Bolghen CTNs policies and procedures, including health and safety.
* To apply consistently the principles of Equal Opportunities and Safeguarding, as embodied in Bolghen CTNs policies & practices throughout the duties outlined above.
* To undertake available training opportunities and show a commitment to continuous development, to maximise your potential and ensure the efficient and effective delivery of Moor Trees services.
* Undertake any other tasks commensurate with the grading of the post.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

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|  | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
| **1. Qualifications/Education** | * Demonstrable practical experience in Horticulture, Nursery management
* Literacy and numeracy level commensurate with the post i.e. grade C at GCSE or equivalent
 | * A horticultural qualification Level 2 or above
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| **2. Experience** | * Plant nursery work – all aspects, including trees
* Organising and supervising volunteers
 | * Growing and planting of British native trees
* Conservation charity or not for profit work
* Other practical conservation work
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| **3. People skills** | * Excellent interpersonal skills. Able to be welcoming, flexible and non-judgemental with mixed ability groups of volunteers.
* Able to communicate verbally, in writing and electronically with trustees, director, staff, volunteers, contractors and general public
 | * Assisting with running a volunteer day and understanding the qualities and skills volunteers can bring
* Ability to motivate and inspire staff and volunteers
* Experience coordinating teams of volunteers
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| **4. General Skills** | * Familiar with and competent in use of email, internet, and MS Office suite of applications
 | * Database management
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| **5. Knowledge** | * Tree Nursery management and maintenance procedures
 | * Plant material and health regulations
* UKISG assurance scheme
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| **6. Personal Qualities** | * Approachable team-worker with a passion for trees and enjoys working with people
* Self-starter
* Objective evaluation and decision –making
* A flexible and adaptable approach to working hours and environments
* Ability to work alone to carry out routine nursery tasks
 | * Ability to both work within and to set up new systems and procedures
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| **7. Physical ability** | * Able to work for a whole day in the field, regularly taking part in some labour-intensive tasks
 | * Able to lift up to 20kg
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| **8. Other** | * Full and current driving licence
 | * Own transport
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**Proposed rota**

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| Monday | Hrs | Tuesday | Hrs | Wednesday | Hrs | Thursday | Hrs | Friday | Hrs | Saturday | Hrs | Sunday | Hrs |
|  |  | Seasonal | 6 |   | 0 | Seasonal | 5 |  | 0 | Seasonal | 5 |   | 0 |
| These are provisional working days and the working days can be adjusted.  |
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