



## **Schools Liaison support role details**

Birmingham Trees for Life is a partnership between The Birmingham Civic Society and Birmingham City Council which promotes tree planting throughout the city. In addition to supporting tree planting in city parks, it provides programmes to enable individuals and companies to sponsor individual trees or larger planting programmes. Wherever possible local community groups and schools are involved in planting projects.

Birmingham Trees for Life has a requirement for part-time Schools Liaison support for its programmes during the winter months to increase the involvement of schools in tree planting. This will amount on average to about one day per week between and including September and March (totalling about 170 hours). The position would be suitable for someone who works freelance and is flexible in terms of hours of work. Previous experience with school children, a current CRB certificate, administrative ability and an interest in trees are required.

The main areas in which support is needed are:

- developing relationships by email and face to face with schools close to our tree planting project sites
- inspiring schools to want to take part in tree planting events
- providing information to the schools on the importance of trees (no teaching required)
- making administrative arrangements for the school to attend tree planting events
- accompanying the school on the day of the event and smoothing arrangements
- contacting the school after the event to receive feedback
- maintaining a database of schools interested in trees and tree planting events

This support can be provided either from the appointee's own home or from the office of the Birmingham Civic Society in the Birmingham and Midland Institute, Margaret Street, Birmingham B3 3BS. Access to email is required.

The scope detail of the support required from time to time will be determined by the Birmingham Trees for Life Project Manager, Sue Griffith, subject to the overall direction of the Chairman of The Birmingham Civic Society Trees Committee.

The person appointed will be required to maintain an accurate record of the time actually spent providing the services which may be invoiced at a rate to be decided in the range £8.00 to £12.50 per hour. It is expected that the person providing these services will have other sources of income and will be self-employed. The Society will therefore not be liable for NI contributions or PAYE deductions and no pension provision will be made.

Applicants should send a letter outlining their reasons for applying for the position, together with a current CV to Sue Griffith at [bhamtreesforlife@gmail.com](mailto:bhamtreesforlife@gmail.com).