



**The
Birmingham
Civic Society**



Birmingham Trees for Life, 9 Margaret Street, Birmingham, B3 3BS
email: info@btfl.org.uk | tel: 07817 467606 | website: www.btfl.org.uk

Communications and Liaison Role

Context

Birmingham Trees for Life is a partnership between The Birmingham Civic Society and Birmingham City Council which promotes tree planting throughout the city. A key aim of BTFL is to involve school children, local community groups and other local people in hands-on tree planting and related activities across the city.

Role and Activities

Main areas of work:

Communications

1. Updating the BTFL website Blog with news of events scheduled and reports on events that have taken place.
2. Taking photos of events using the BTFL camera and posting photos on to BTFL website Blog, Google albums, Facebook page, Twitter, newsletters and publications as required.
3. Regularly updating the BTFL Facebook page and Twitter account as required with news, events, and activities.
4. Maintaining contact with BTFL's various audiences about activities and issues of interest.
5. Attending the BOSF AGM to meet Friends Groups face to face.
6. Managing the 'BTFL Schools' email enquiries and responding promptly to queries and enquiries.

Schools Liaison

1. Liaising with schools by email and telephone to promote the opportunity to plant trees or participate in other planned activities, and to inspire schools to want to take part in tree planting or related events.
2. Making administrative arrangements for the schools to attend tree planting and other events, and informing the schools regarding photography permissions, risk assessment and health & safety requirements.
3. Providing information to the schools on the importance of trees (no teaching required).
4. Accompanying school groups to events and briefing teachers and children about the event and what is required.
5. Assisting the Engagement Officer as required with schools engagement activities.
6. Working with school staff and BTFL colleagues to supervise children on site.
7. Contacting the school after the event to request feedback.
8. Maintaining records of schools interested in trees and tree planting events.

President: The Lord Mayor of Birmingham

Vice Presidents: The Bishop of Birmingham, Sir Frederick Crawford DL, Lord Jones of Birmingham, The Rt Hon the Lord Rooker, Bruce Tanner DL

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Local Community Groups, Friends Groups and Other Volunteers

1. Developing relationships with Friends of Parks groups and relevant community groups by email and telephone to promote BTFL and the opportunity to plant trees and participate in other planned activities.
2. Making arrangements regarding participation in tree planting events for community groups and Friends groups to facilitate their attendance.
3. Maintaining records of Friends groups and their contact details for future events.
4. Liaison with BOSF as required.
5. Liaison with individuals who have contacted BTFL to express an interest in tree planting and may wish to volunteer with BTFL.

General Requirements

1. To represent BTFL and the Birmingham Civic Society in a professional and friendly manner at all times.
2. To attend monthly BTFL Committee meetings as required, and update Committee members as appropriate.
3. To attend other events as required from time to time to represent BTFL.
4. To promote the importance of trees and tree planting generally and the role of BTFL in Birmingham.
5. To adhere to the requirements of the GDPR and privacy in all communications and photography.

Nature of Role

This is a self-employed 'contractor' role, and the holder is expected to maintain accurate timesheets detailing the amount of hours worked and details of that work each month. Receipts for expenses incurred must be submitted with claims. The role holder will be expected to work from home - access to email and the internet via broadband is required. Hours can largely be worked flexibly to suit the individual, other than for scheduled events, and the majority of the work is likely to take place during school term time when tree plantings and other on-site activities take place. Occasional weekend working will be required.

The work will be year round but with seasonal variations – a greater number of hours will be required between the months of October and March when tree plantings take place, approximately 25-50 hours per month during this period, with fewer hours required during the April to September period. Communications work, and engagement activities with schools and local people will continue throughout the year; the number of hours is expected to be 10-25 hours per month during the spring/summer period.

This role is responsible to the Project Manager of BTFL, and to the Chairman. The scope of the support required will be determined by the BTFL Project Manager, subject to the overall direction of the Chairman of The Birmingham Civic Society Trees Committee. Collaboration with the Development Officer and Engagement Officer will also be required.

Personal Qualities and Experience

Previous experience with schools, volunteers and community groups, administrative ability, and an interest in trees and the environment are required. Good communications skills are essential. A current DBS (Disclosure and Barring Service) certificate must be supplied.

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Terms

The person in this role will work on a self-employed basis and will make their own arrangements with HMRC regarding their tax and NI contributions, and no pension provision will be made. The person appointed will be required to maintain an accurate record of the time spent providing the services detailed, which is to be invoiced on a monthly basis with supporting timesheet and receipts for expenses, at a rate of £17.50 per hour (may be flexible).

The person in this role will also be expected to work from home, using their own computer facilities/printers and phones, but some reasonable expenses can be claimed.

Own transport required, mileage costs will be paid at the HMRC rate of 45p per mile.

To apply please submit a CV to the email address **info@btfl.org.uk**

May 2019

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