



**The  
Birmingham  
Civic Society**



**Birmingham Trees for Life, 9 Margaret Street, Birmingham, B3 3BS**  
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## **Project Manager Role – Contract Specification**

### **Context**

Birmingham Trees for Life is a partnership between The Birmingham Civic Society and Birmingham City Council which promotes tree planting throughout the city. The Project Manager is the main co-ordinator of all BTFL activity.

*Note: This role is flexible and responsive to developments within the tree planting arena, which is very dynamic at present as it is high on the public agenda, therefore this description is a broad outline and may be subject to change to reflect future developments.*

### **Role**

Main areas of work:

#### **Planning and co-ordination of tree planting**

To oversee and support the work of the Development Officer role as follows:

1. Developing, in conjunction with relevant Council Parks Department staff, the annual programme of tree planting in city parks and open spaces, reflecting and allocating available funding.
2. Working with Council officers to agree planting sites and appropriate tree species selection.
3. Liaising with the relevant Council officer to agree the annual trees order.

To co-ordinate with colleagues:

4. Agreeing dates of the tree planting events and ensuring that all relevant parties are informed of dates and locations.
5. Ensuring relevant parties receive invitations to tree planting events.
6. Co-ordinating all requests for volunteers to attend tree planting events and ensuring volunteers are spread appropriately across the schedule and kept informed as required, in conjunction with the Communications and Liaison role.

### **Management**

1. Directing and supporting the freelance Communications and Liaison contractor to ensure the involvement of local communities at each tree planting event.
2. Directing and supporting the Development Officer in identifying funding and projects.
3. Directing and supporting other freelance staff brought in to undertake project work according to the agreed tasks and budget, as required.

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**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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**Website: [www.birminghamcivicsociety.org.uk](http://www.birminghamcivicsociety.org.uk)**

## **Project Development**

In conjunction with the contractors fulfilling the Development Officer and Communications and Liaison roles:

1. Keeping abreast of government policy, City Council policies and voluntary sector engagement in environmental issues, especially tree planting, in order to develop the project.
2. Developing and maintaining networks across organisations concerned with the policies and programmes of tree planting
3. Developing and communicating new ideas for BTFL activities.
4. To plan and implement other events for BTFL as requested by the Trees Committee.

## **Administration of and for the Trees Committee**

1. Preparing agendas and papers for the Trees Committee meetings.
2. Taking, writing and distributing minutes of the meetings.
3. Providing information and guidance to the members to facilitate discussion and decisions and supporting the Chairman.
4. Acting as the key link between the Committee and Birmingham City Council.

## **Financial Information**

1. Keeping records of income and expenditure to provide information to the Trees Committee and the Treasurer of the Birmingham Civic Society to assist with the management of the budget.

## **Marketing and Communications**

Overseeing and directing the role of the Communications and Liaison contractor as follows and contributing as appropriate:

1. Updating the BTFL website Blog as appropriate.
2. Liaising with the website provider regarding developments and updates, hosting etc.
3. Managing the BTFL email account and responding promptly to queries and enquiries.
4. Writing and producing the Annual Review and other publicity materials in conjunction with the selected printing company.
5. Use of social media, writing press releases and other publicity material and promoting BTFL events and achievements as required.

## **Funding**

In conjunction with the Development role:

1. To seek to identify and secure sources of funds in conjunction with other members of the Trees Committee.
2. To nurture potential sponsors and manage communications and events.
3. To oversee and contribute to the writing of applications to funders for grants as required.
4. To report to funders as required.

## **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 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.

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## **Nature of Role**

This is a self-employed 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. BTFL will provide a pay-as-you-go mobile phone for use on BTFL business.

This role requires a greater number of hours and a bigger commitment between the months of October and March, when tree plantings take place, likely to be approximately 30 to 50 hours per month during this period (depending on the number of events). Attendance at tree planting events is required. Planning, site visits and reporting will take place during the spring and summer months but the amount of time required between April and September is less than during the planting season, likely to be approximately 15 - 30 hours per month.

This role is responsible to the Chairman of BTFL. The scope of the support required will be determined by the Chairman of The Birmingham Civic Society Trees Committee and other Committee members.

## **Personal Qualities and Experience**

Previous experience of working within a charitable organisation, administrative and organisational skills, and some knowledge and understanding of the natural environment and trees are required.

## **Terms**

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 £22.50 per hour. It is expected that the person in this role will work on a self-employed basis and will make their own arrangements regarding their tax and NI contributions, and no pension provision will be made. The Project Manager will also be expected to use their own computer facilities/printers. Own transport required (travel throughout Birmingham necessary); mileage costs will be paid at the HMRC rate of 45p per mile. This contract is subject to a notice period of two months by either party.

February 2020

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