

## Role Profile

<b>Job title</b>	Tree Seed Collection Project Assistant
<b>Reporting to</b>	Tree Seed Collection Project Officer
<b>Has reporting</b>	None
<b>Starting Salary</b>	Grade A - £22,948pa full time
<b>Duration</b>	Part-time (0.4 Contract) fixed term until 31 May 2026
<b>Location</b>	Dundreggan, IV63

### Trees for Life - context

Trees for Life stands at the forefront of rewilding in the Scottish Highlands. Hopeful and bold, we are committed to creating nature-rich landscapes that include and support people. Working on a grand scale, we aim to close the gap between people and nature.

Focusing on Scotland's spectacular Caledonian forest, we foster biodiversity and encourage natural processes essential to life. From the iconic red squirrel to the elusive lynx, we are working to bring more life back to our landscapes.

Rewilding is a shared journey. Together with communities, we are restoring Scotland's natural and cultural heritage while supporting local livelihoods. Join us on this path of hope and positive action. Rewild the Scottish Highlands.

### Our values

Our values are at the heart of our mission to rewild the Scottish Highlands, guiding us in everything from the daily rhythms of office life to the development of our landscape-scale initiatives. Sharing these values with our supporters, volunteers, and partners allows for a deeper understanding of our driving forces at Trees for Life.

#### We are Bold

We are an ambitious charity with a critical purpose. For us, being bold means thinking about landscape restoration on a grand scale, embracing innovative rewilding methods and challenging the status quo. This approach ensures that every step we take is a bold stride toward a revitalised, thriving natural landscape.

#### We are Collaborative

Our approach, deeply rooted in community and collaboration, involves working closely with local communities, conservation groups, landowners, and volunteers. Finding common ground and working together we will initiate positive solutions to the twin climate and biodiversity crises.

#### We are Pragmatic

We embrace pragmatic and sustainable solutions in everything we do. We are always mindful of our duty to our supporters, our volunteers, our staff and above all to Scotland's wild forest. By adopting practical solutions, we safeguard our efforts and ensure a resilient future for our initiatives.

## **ROLE DESCRIPTION**

Dimensions: Administrative support / data management / event coordination

### **Overall purpose of the job.**

To support the Project Officer in the day-to-day delivery of the Tree Seed Collection Project, through administrative tasks, seed management during tree seed collection season and with tree nurseries, as well as support with events coordination. The role will enhance the delivery of the project in collecting native tree seeds and ensure they can be used in Trees for Life, Woodland Trust Scotland and other partners' work

### **Job Context**

There is a supply shortage of local provenance native trees from certain geographical areas in Scotland and the wider UK (tree seed zones). Some species, e.g., birch, is available from some Scottish provenances only, whilst other more niche species e.g. dwarf birch and crab apple, are generally not available from any provenances in Scotland.

This role will support the Project Officer who has the responsibility of coordinating the project and the collection of tree seed from target species and target geographical areas in Scotland (including the west coast, islands and Affric Highlands area) in order to address these shortages and support Woodland Trust Scotland, Trees for Life and other partners with a seed supply of local provenance trees.

The work will include general administration tasks that support with coordinating tree seed collection volunteers, working with the Project Officer at the Dundreggan Seed Depot with admin and data management of tree seed batches, as well as supporting with events coordination, social media content and the bi-monthly volunteer newsletter.

### **Key liaisons:**

The key focal points for this role are: Project Officer at Trees for Life alongside Woodland Trust Scotland staff (especially estate managers and field workers), Trees for Life nursery team, Trees for Life Affric Highlands team, landowners, partner organisations and the volunteers responsible for tree seed collection

### **Scope, Accountability and Resources**

The scope of this role involves supporting the Project Officer in the recruitment, training, management and on-going support of a network of volunteers involved in tree seed collection. The scope also includes supporting the Project Officer with the tree seed journey ensuring seed is processed and made available to those that need it for their work.

The role is accountable for day-to-day administrative support with the Project Officer and the delivery of the project objectives. They will work closely with the Project Officer who is guided by and reports to a partnership steering group of Trees for Life and Woodland Trust Scotland.

The successful candidate will be provided with all ICT equipment required, as well as PPE for outdoor activities and tasks at the Seed Depot.

### **Key Responsibilities and Activities**

#### **Volunteers**

- Participate with volunteers at tree seed collection activities where required
- Support the Project Officer with volunteer event coordination
- Support the Project Officer with the administration of processing of expense claims
- Manage the Equipment/Kit Ordering Form for volunteers and distribute these orders out to volunteers.

- Provide Seed Receipts to volunteers upon arrival of posted seed batches to the Dundreggan Seed Depot
- Support the creating of content/photos for social media posts with the Project Officer and Marketing + Fundraising Team

### **Tree Seed Collection management**

- Triage and coordinate the onward journey of some of the seed collected by volunteers upon arrival at Dundreggan Seed Depot.
- Administration of Collection Forms for all tree seed batches sent by volunteers and keep seed data management regularly updated.

### **Tree Seed Nursery coordination**

- Support the Project Officer with the administration of allocating and distributing tree seed batches to tree nurseries in Scotland.

### **Stakeholder Relationships**

- Participate in partnership events and activities as part of continued relations and stakeholder engagement.
- Support the Project Officer with landowner engagement for tree seed collection permissions.

### **Person Specification**

- Some knowledge of native tree identification skills and tree seed collecting, although training will be given where required.
- Some knowledge of how seeds are processed and sown in the nursery sector, although support and training will be given where required.
- Experience of collaborating with a range of internal and external stakeholders.
- Excellent verbal and written communications skills.
- Gaelic speaker (desirable).
- Personable and diplomatic.
- Able to work to deadlines and tight timescales when required.
- IT literate, with good knowledge of Microsoft Office and Excel (Google Docs / Sheets).
- Must be organised and able to work under own initiative with minimal direct supervision.
- Must be able to work from Dundreggan Estate as well as remote working.
- Requires a full clean UK driving licence .

*Notes: The Tree Seed Collection project is funded by Woodland Trust Scotland, thanks to support from players of People's Postcode Lottery and other supporters; and by supporters of the Trees for Life Wild Seed Appeal, along with the BRITE Foundation and Clean Planet Foundation and Ella's Kitchen.*



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