



TREE NURSERY OPERATIONS MANAGER

CANDIDATE PACK

September 2024

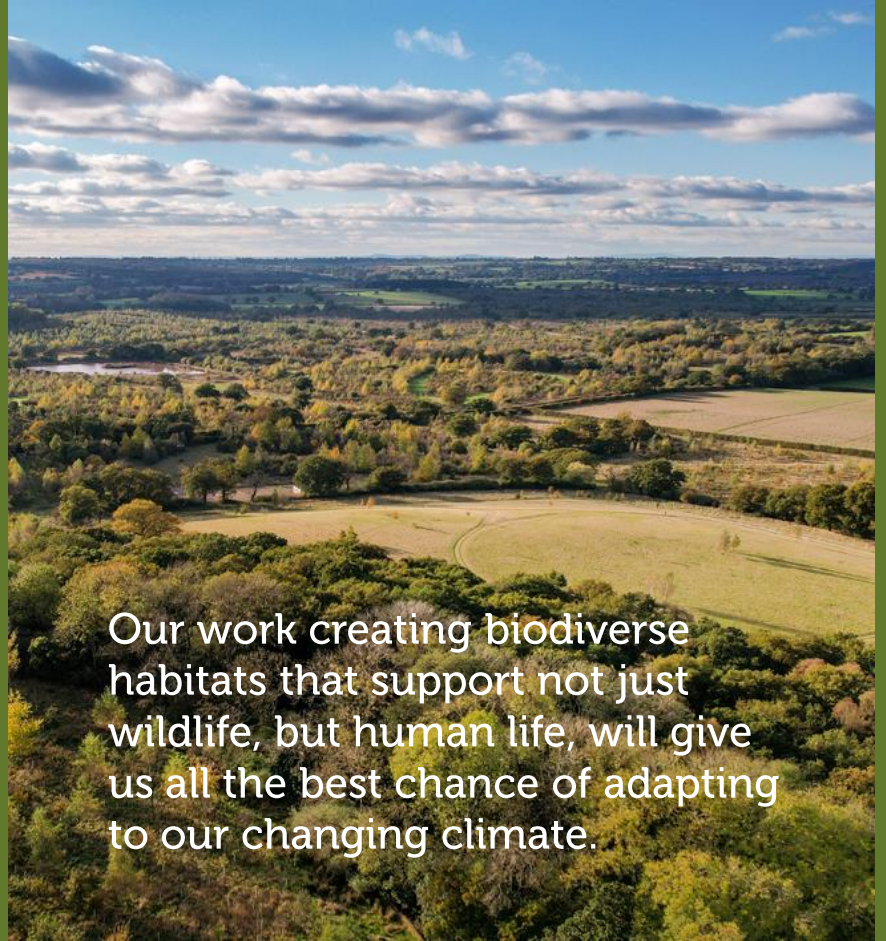
WHO WE ARE

The Heart of England Forest is **helping to reverse centuries of woodland decline** by creating and conserving a huge broadleaf forest in the heart of the country, a place of enduring natural beauty, protected and secured for generations to come.

We take our mission very seriously; it has never been more important to invest in our natural environment. Our work creating biodiverse habitats that support not just wildlife, but human life, will give us all the best chance of adapting to our changing climate.

The Forest is more than just trees...

It is home to an incredible array of habitats, including new tree planting, mature and ancient woodland, grassland, heathland, farmland, and wetland, that enable animals, plants, and people to thrive. As the Forest grows, **eventually covering 30,000 acres** (an area the size of 17,000 football pitches), so too will the benefits to both our health and that of the natural world.



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WHO WE ARE (continued)

To achieve this goal, we will plant 13 million native broadleaf trees. By planting a variety of up to 30 native species we are creating a climate change resilient woodland – mitigating against losses and keeping up to date with the latest scientific research on climate change adaptation for conservation and woodlands.

The Forest is all about connections; from its green corridors, the hundreds of miles of access for people to spend time in the outdoors, and our collaborations with partner organisations and the Local Biodiversity Action Plans to maximise biodiverse interconnected habitats that support the UK's native animal and plant life.

The significance and scale of our work cannot be underestimated: The Heart of England Forest will become one of the largest native forests in England.

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If this inspires you then please read on to find more about who we're looking for...

OUR PEOPLE

We take great pride in investing in our colleagues. We have developed and run an [internship programme](#) – a year long, paid placement which allows young people, or people changing career, to gain training and experience in all aspects of social forestry. We are also one of the first organisations to deliver the forestry apprenticeship, again as an important mechanism to address the skills gap and improve diversity within the sector.

[Read more here: Celebrating National Apprenticeship Week 2024 | Heart of England Forest](#)

Our Supported Internship Programme launched three years ago, with the aim of supporting young people with Special Educational Needs and Disabilities (SEND) to develop employability skills. 100% of our first cohort who applied for jobs with the charity were successful in gaining permanent employment and are now employed across the forestry, tree nursery, and learning and skills teams.

Our amazing community of volunteers helps us with all aspects of creating and managing the Forest all year round, including tree planting, wildlife and habitat surveying, managing footpaths and assisting with our education programmes. We are proud to have been awarded the [Queen's Award for Voluntary Service](#), recognising the incredible support our volunteers give to the charity.

[Read more here: Heart of England Forest volunteers recognised with Queen's Award | Heart of England Forest](#)



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JOIN US

Maintaining and managing the Forest in perpetuity for the benefit of people, wildlife and the environment is our biggest challenge.

This is an exciting time of growth and development for the Heart of England Forest. With a new Chief Executive joining us this autumn, we will be reinvigorating our ambitious vision and updating our strategy to deliver one of the most significant resources for climate change mitigation and nature recovery in the country.

You can also find out more about our impact here charity here: [Our impact | Heart of England Forest](#) and in our most recent annual report: [Download our Annual Report | Heart of England Forest](#)

If you are inspired by our vision and our energy and would like to join us in creating an incredible breath of fresh air for the nation, we would love to hear from you.



THE ROLE

You will provide inspiring leadership to the team whilst running and developing our tree nursery.

JOB SUMMARY

We are seeking an experienced horticulturalist to further develop and run a large-scale commercial nursery, be responsible for both planning and budgeting as well as the day-to-day practical delivery including overseeing all managerial functions including hiring and training employees and liaising with customers. This role also includes managing a small-scale cell grown production unit at Coughton Park run on organic principles. The role is hands-on and lots of the working day will be spent outside in all weathers.

This role will report to the Chief Executive and will be supported by our Assistant Tree Nursery Manager, who is a specialist in supporting young people and adults with Special Educational Needs and Disabilities to achieve their full potential.

You will have proven horticultural experience within a successful tree nursery, Garden Centre or other horticulture background, excellent managerial skills, a passion for landscape-scale nature conservation and a commitment to customer service.

This is a unique role which will give the successful candidate an opportunity to help grow and shape England's largest new native broadleaf woodland by supplying the saplings to achieve our annual woodland creation programme. We are looking for an enthusiastic individual with a "can do" attitude, who will be a passionate ambassador for the charity.



KEY RESPONSIBILITIES

TREE NURSERY MANAGEMENT

- Maintain and coordinate administrative, record-keeping, inventory, requisitioning, and marketing activities.
- Ensure effective marketing of saplings produced to maximise profit.
- Ensure we maintain our Plant Healthy certification scheme accreditation.
- Grow bare root trees to use as stock for the Heart of England Forest and other customers, determining the types and quantities of native broadleaf trees to be grown based on targets, projected sales volumes, and/or executive directives.
- Plan, establish, monitor, and maintain irrigation systems.
- Plan and monitor irrigation, soil condition, and bed rotations.
- Monitor growing conditions and take appropriate action to protect tree stock, paying particular attention to adverse weather conditions and plant health and resilience.
- Lead the development and implementation of exemplary customer service, including responding to customer requests and enquiries.
- Select and purchase seeds, plant nutrients, disease control chemicals, and tree nursery equipment.
- Share our commitment to reduce or eliminate chemical pesticide use.
- Maintain and manage tree nursery equipment in good condition.
- Set up and implement the best standards in tree nursery management and identify continuous improvement initiatives.
- Manage the security of the tree nursery, including opening the tree nursery in the morning and closing at the end of the business day.

KEY RESPONSIBILITIES (continued)

EMPLOYEE MANAGEMENT

- Undertake recruitment, selection, training, and management of nursery employees, supported interns and volunteers.
- Produce work schedules and assign duties to the nursery team, providing supervision.
- Establish a safe working environment by creating and implementing health and safety policies and procedures and adhering to legal standards.

GENERAL

- Demonstrate and promote the values of the Heart of England Forest.
- Maintain a commitment to high standards of health and safety at all times. Ensure all work is undertaken within the Heart of England Forest health and safety policy and processes.
- Play an active part within the wider Heart of England Forest team.
- Make active use of information and resources gained via personal networks to inform the development of this role.
- Perform any other duties consistent with the role and / or reasonably required by your line manager, and/or the Senior Leadership Team.



YOUR SKILLS AND EXPERIENCE

EXPERIENCE AND KNOWLEDGE

- Significant experience working within a commercial tree nursery, Garden Centre, or other commercial horticultural background.
- Good horticultural knowledge from selecting seed to growing and nurturing tree stock, including detailed knowledge of plant production, soil, fertilisers, and growing techniques.
- Successful track record of building and leading a positive and trusting team culture.
- Ability to prioritise and adapt to changing situations.
- Practical problem solving.
- A passion for customer service excellence.
- Diligent approach to compliance; risk management; and health, safety, and security.
- Good IT skills.
- Full driving licence.



YOUR SKILLS AND EXPERIENCE (continued)

SKILLS AND ABILITIES

- Excellent communication skills with an ability to build relationships and engage effectively with people at all levels.
- Able to use sound judgment and decisiveness when making business decisions.
- Capacity to lead, inspire and motivate high performing teams.
- Ability to translate strategy into effective on-the-ground delivery.

STYLES AND BEHAVIOURS

- You will be driven by strong values and empathy.
- You will possess a collaborative and participative leadership style.
- Be deeply committed to our Vision.
- Be confident, resilient, and forward-thinking.
- Be innovative with an aptitude for developing creative new approaches to finding the right solutions for the Charity.

TERMS OF APPOINTMENT

Annual salary: £40,000

Hours: Full-time and permanent

Annual leave: 28 days, plus bank holidays

Additional benefits:

Contributory pension scheme
(matched at 4.5%)

Group income protection scheme

Group life assurance scheme
(x4 death benefit)

Employee assistance programme

Medical health cash plan

HOURS

Normal working hours will be 37.5 a week, usually between 08.00 and 17.00, Monday to Friday. However, some out of office hours work will be required, which may include evenings, weekends, and bank holidays, for which time off in lieu will be given.

LOCATION

Although the majority of the work will be at Binton near Stratford upon Avon, there will be work at our satellite nursery at Coughton Park. The post holder must have the willingness and ability to travel across the Heart of England Forest daily to meet the demands of the role.



Help grow and shape
England's largest new
native broadleaf
woodland

HOW TO APPLY

If you believe that you are the right person to help take our work and ambition to the next level, we really want to hear from you.

Email your CV and supporting statement (no more than two pages)
to: jobs@heartofenglandforest.org

The deadline for applications is: Sunday 13th October 2024 at midnight.

The Heart of England Forest is committed to safeguarding and promoting the welfare of children and vulnerable adults. Applicants must be willing to undergo protection screening appropriate to the post, including checks with past employers and an enhanced DBS disclosure.

Planting tomorrow's great native woodland

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DIVERSITY STATEMENT

We are building a culture where diversity is valued, and we can all be ourselves. We still have work to do but are strongly committed to inclusive practices which demonstrate fairness, equality, and anti-racism in everything we do. We will not tolerate less favourable treatment of anyone, especially those with legally protected characteristics, and welcome applications from all sections of all communities.

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