

Role Profile

Tree Planting Assistant (Seasonal)

Reference No.	FCCT/TPA/2025	Type	Individual
Service	Conservation & Engagement		
Job Family	FCCT - Professional	Grade	FC4

Purpose

To support community tree planting across Fife and contributing to Fife Climate Forest outcomes. The Tree Planting Assistant will work with the Community Tree Planting Officer and will report to the Fife Climate Forest Community Engagement Manager. The post holder will be part of the Fife Coast and Countryside Trust (FCCT) Conservation and Engagement (C&E) team. The postholder will work closely with other partner agencies including Fife Council, third sector organisations, community groups and volunteers.

Key Responsibilities - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Work with communities to deliver tree planting sessions including managing equipment and resources, group logistics and welfare. This includes working with Fife Council on the planting of 300 standard trees to be adopted by community members as part of the newly launched Fife Climate Forest.

Support a winter program of training for communities and partners (in conjunction with the Community Tree Planting Officer).

Collect accurate data on tree planting numbers and people involved in community events. Ensure surveys around climate awareness/behavioural change and equalities data are carried out at each event. (Climate Action Fife project requirements).

Support the launch of Fife Climate Forest and help to share best practice and raise awareness of the benefits of trees through engagement activities, case studies, blogs, news items etc.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E	D
✓	
✓	
✓	
✓	
✓	
✓	

Educated to SCQF level 6, which includes an HNC or equivalent in a relevant subject (e.g. Countryside Management). Time-served experience in a relevant position will also be considered.

Experience of practical countryside or land management, including tree planting and tree care.

Ability to work with a wide variety of people to achieve desired outcomes.

Organisational skills and confidence to take initiative as required.

Proactive and hard-working attitude.

Adaptable and motivational team worker.

Role Profile

Key Responsibilities - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Support tree planting opportunities for a wide range of groups including underrepresented groups across Fife working with existing groups e.g. Fife Tree Wardens, FCCT volunteers, corporates, schools, youth groups etc.	First aid qualified.		✓
Participate in events organised by other organisations to raise awareness about trees and biodiversity.	Experience of supporting events in a community setting and with a variety of groups.	✓	
Maintain FCCT's Tree Nursery.	Ability to travel to and work from various locations throughout Fife independently.	✓	
Support the Climate Action Fife Fruit Tree in Every Garden Campaign as required.	Good verbal communication skills with a friendly, approachable style.	✓	
	Interpersonal skills.	✓	
	Confident administrator.	✓	
	Experience of supporting training, events or workshops.		✓
	Good standard of communication skills, both verbal and written.	✓	
	IT Skills (Embrace technology & information), competent with Microsoft suite of products and on-line conferencing platforms.	✓	
	Data handling skills.		✓
	Experience of using social media to inform, educate, influence and entertain stakeholders.		✓
	Experience of working with vulnerable and under-represented groups.		✓
	Experience of working with volunteers.	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

E = Essential Criteria D = Desirable Criteria

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:		Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility		E	D
Regular travel to FCCT sites.		Driving Licence		✓	
Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required					
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input checked="" type="checkbox"/>	None <input type="checkbox"/>	
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>		
FCCT Aims & Objectives					
<p>Our Mission</p> <p>Connecting the environment and people.</p> <p>Our Vision</p> <p>We lead in the care of Fife's outdoors. Working together with you, we create a healthier environment that supports wellbeing and sustains the balance between people and the natural world.</p> <p>Core Values</p> <ul style="list-style-type: none"> • Inclusive, caring, and generous. • Fair, respectful, and charitable. • Agile, proactive, and aspirational. • Knowledgeable and information led. 					