

## Job Description

<b>Job Title:</b>	Trainee Arborist
<b>Directorate:</b>	Communities and Housing
<b>Department:</b>	Green Earth Team
<b>Location:</b>	Rising Sun Industrial Estate, Blaina, NP13 3JW
<b>Reports To</b>	Green Earth Team Leader
<b>Date Agreed:</b>	October 2025

## Job Purpose

A training role where you will develop your skills in a range of arboricultural maintenance and intervention tasks, both practical and theoretical, while engaging in the conservation and improvement of Tai Calon's tree stock. Working alongside our experienced team, you will provide a high quality, safe, effective and efficient service ensuring value for money, a culture of high performance, continuous improvement and excellent customer service.

## Values

Our Values, which support our Vision, Mission, and Aims, are CALON. These values are vital to our work as an organisation and are encouraged as our culture and way of working.

**C – Creativity:** We want people to think differently, challenge processes where they can see improvement, and take risks.

**A – Authentic:** We want people to be themselves and be open, honest and trustworthy, and act with integrity.

**L – Learning:** We want people to understand the importance of learning as an ongoing approach to success in their roles.

**O – Ownership:** We want people to take ownership of work and actions by being accountable to themselves and others, which includes learning from mistakes and trying new things.

**N – “Not on your own”:** We are one team, working collaboratively and together, with care, empathy, and consideration. We cannot do our jobs without each other.

## Core Responsibilities

- To ensure the general maintenance of Tai Calon's green spaces through actions such as tree surgery and felling operations, grass cutting, ground/weed clearance and pesticide application
- Check equipment before use and carry out weekly maintenance on all plant / tools and PPE, including the completion of relevant paperwork.
- Use best / safe practice on all tasks and ensure that appropriate PPE is used
- Ensure that all work within assigned area is carried out to a high standard and contribute to on-site decision making and problem solving.
- To always operate and ensure the proper use of machinery and equipment within your training capabilities including Chain Saws, Woodchippers, Climbing and Rigging Kits, Strimmer's, Brush Cutters, Mowers and Hand Tools.
- Responsible for the maintenance of all issued PPE, including specialist equipment for chainsaw use. Report any issues, concerns or items that require attention to your Team Leader.
- Develop and maintain an up -to -date knowledge of safe working practices and associated Health and Safety legislation and regulations within all aspects of the role.
- To carry out practical conservation and improvement tasks as required within the role.
- You may be required to drive company vehicles and, within your training capabilities, tow trailers and woodchippers as required to transport operatives, equipment and waste products.
- Responsible for keeping accurate records of work undertaken and completed for the area in which you work.
- To work as a part of a multi-disciplinary team in undertaking domestic and commercial tree work related projects.
- To apply safe working practices and use appropriate safety equipment when undertaking arboricultural operations including climbing.
- Develop and maintain an up-to-date knowledge of best arboriculture practices, including awareness of tree species, associated common diseases and use of equipment.
- Responsible for maintaining climbing kit in accordance with Lifting Operations Lifting Equipment Regulations (LOLER).
- Through your training, you could become responsible for the safe use, storage and practical application of herbicides.
- Contribute to the continued development of safe working practices within the team including contribution to the creation and monitoring of risk assessments and method statements, and the creation of site-specific dynamic risk assessments relating to works undertaken.
- Contribute to the process for identifying tree-related risks including the gathering and recording of relevant information on Tai Calon's tree stock.
- Ensure the general maintenance of arboricultural equipment including chainsaws.
- You will be required to undertake training relating to tree climbing and rescue operations to ensure the maintenance of safety standards within the team.

## Key Working Relationships

- To work closely with the Lead Arborist, Team Leader and Green Earth Project Manager ensuring all health & Safety requirements are met onsite.
- Attend regular meetings with an assigned mentor.
- Directly liaise with tenants giving effective communication and meeting their requirements whilst arranging tree works in and around their properties and nearby communal areas.

## Responsibilities for Resources

The Role is responsible for the control, testing and maintenance of plant / equipment and applying appropriate recording measures within your training capabilities.

- PPE including specialist protective equipment for chainsaw and/or herbicide use
- PDA / Tablet including (GIS tree data)
- Fuel card
- Mobile phone
- Access to a purchasing card.
- Specialist arboriculture equipment including climbing and rigging kits
- Other non-specified equipment as required.

## Risk, Health & Safety

- Ensure all tasks are managed in a safe manner and risks are mitigated
- Ensure all works undertaken adheres to and complies with current regulations, method statements and risk assessments.
- Once trained to do so, contribute to the monitoring of first aid kits including specialist trauma equipment in relation to chainsaw work.
- Once trained to do so, working at heights undertaking arboricultural operations with specialist equipment.
- You will be required to undertake first aid training to ensure the continued provision of first aid cover within team.
- Once trained to do so, ensure allocated climbing kits and PPE are correctly maintained.

## Work Environment

- The physical environment requires the employee to mainly work outside on site on a daily basis in heat/cold, wet/humid, and dry/arid conditions, dependant on the season.
- The work frequently requires high and constant levels of physical exertion
- Undertaking high risk and complex tree surgery operations and working at heights

- Required to use personal protective equipment when carrying out tasks on site including specialist chainsaw equipment.
- Required to use a variety of powered and non-powered tools.
- Frequently exposed to slippery, wet, muddy conditions that can contribute to slips, trips and falls onsite.
- Work in properties and communal areas and deal with tenants concerns sometimes in difficult and complex circumstances.

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## **Organisational Responsibilities**

- Always Represent Tai Calon in a professional manner.
- Ensure that all Tai Calon policies and procedures are adhered to.
- Comply with the Organisation's Health and Safety Policies and Procedures.
- Understand and demonstrate the principles of confidentiality.
- Observe and continually promote the Tai Calon Community Housing's Equality, Diversity and Inclusion Policy.
- Always apply excellent customer service to their work.
- The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.

Essential	Desirable	PERSON SPECIFICATION  Job Title: Trainee Arborist	How Assessed		
			Application Form	Interview	Practical
Qualifications					
	✓	Educated to level 2 National Qualification Framework for England, Wales and Northern Ireland or willing to work towards	✓		
	✓	NPTC Pesticide PA1 and PA6 or willing to undertake training	✓		
	✓	Application of Eco plugs. Specialist stump poison or willing to undertake training	✓		
	✓	Stem injection of pesticide	✓		
✓		NPTC cross cutting, maintenance chain saw. Felling, processing small or medium trees or willing to undertake training	✓		
✓		NPTC / LANTRA woodchipper or willing to undertake training	✓		
✓		NPTC City & Guilds Tree Climbing and Rescue or willing to undertake training	✓		
✓		NPTC City & Guilds Chainsaw from Rope and Harness or willing to undertake training	✓		
✓		NPTC / LANTRA brush cutter or willing to undertake training	✓		
✓		CIEH Manual handling or willing to undertake training	✓		
✓		Up to date first aid certificates or willing to undertake training	✓		
	✓	CSCS Card	✓		
✓		Sharps awareness Training or willing to work towards	✓		
✓		Asbestos awareness Training or willing to work towards	✓		
	✓	Tractor Driving Certificate	✓		
✓		NPTC stump grinder or willing to undertake training	✓		

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	✓	Accredited HHSRS Certificate	✓		
✓		Full U.K. Driving License or willing to work towards in a reasonable timeframe.	✓		
<b>1. Knowledge</b>					
	✓	Detailed knowledge of environmental issues and relevant experience.	✓	✓	
✓		Interest in natural history	✓	✓	
	✓	Knowledge of the social housing sector in Wales	✓	✓	
	✓	Knowledge of tree identification	✓	✓	
✓		Develop and maintain an up-to-date knowledge of best arboriculture practices, including awareness of tree species, associated common diseases and use of equipment.	✓	✓	
	✓	Working knowledge of climbing and rigging kit maintenance and safety inspections in relation to LOLER	✓	✓	
	✓	Knowledge or experience of the use of GIS mapping relating to arboriculture operations.	✓	✓	
<b>2. Experience</b>					
	✓	Experience within a similar role of similar responsibilities	✓	✓	
	✓	Experience of carrying out and recording dynamic risk assessments	✓		
	✓	Experience of using Microsoft Office including Word, Excel & PowerPoint.	✓		✓
✓		Experience of working with statutory, community, voluntary and business sectors.		✓	

Essential	Desirable	<b>PERSON SPECIFICATION</b>  <b>Job Title: Trainee Arborist</b>	How Assessed		
			Application Form	Interview	Practical
✓		Experience of towing trailers and woodchippers and/or willing to undertake training within a reasonable timeframe.	✓		
<b>3. Skills</b>					
✓		Be able to demonstrate excellent written and verbal communication skills.	✓	✓	
✓		Ability to appropriately assess and record risks in relation to trees, tree surgery operations and associated equipment	✓	✓	
✓		Excellent people skills, very personable and able to develop good working relationships.		✓	
✓		Well organised with an attention to detail to ensure effective work planning, prioritisation, multi-tasking and the meeting of deadlines of own work and that of others.	✓	✓	
✓		Able to problem solve and make sound judgements of decision when required.		✓	
✓		Negotiate effectively showing a willingness to find a common ground.		✓	
	✓	Welsh Language Skills	✓		
<b>4. Attributes</b>					
✓		Tenant and customer-focused	✓	✓	
✓		Demonstrates integrity and support for organisational values	✓	✓	
✓		Committed to ongoing personal development and the development of others	✓		
✓		A self-starter, driven and enthusiastic		✓	
✓		Open to change and demonstrate a positive, solution-focused attitude		✓	
✓		Able to work on own initiative, think laterally, negotiate and develop creative and innovative solutions		✓	
✓		Flexible, willingness to work outside of normal working hours		✓	

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			Application Form	Interview	Practical
5. Other					
✓		Will need to be able to travel as part of the job, in a timely manner	✓		
✓		Requires Disclosure and Barring Service (DBS) check			