



Forestry Commission  
England



Westonbirt  
The National  
Arboretum

**Discover**  
**Green Careers**  
at Westonbirt

**Plant Records Officer**

## Job role

To maintain and develop the arboretum for the use and enjoyment of present and future generations

To help achieve our mission to connect people with trees

## Key Work Areas

### 1. Maintenance and Management of collection Database and GIS Mapping (40%)

- Update and develop main specimen plant database
- Provide clear information and reports to enable efficient arboretum management
- Produce an annual audit of plants within the collection
- Work closely with the Propagator and Tree Team to ensure accurate and timely records are kept
- Liaise as necessary with other Forestry Commission arboreta to maintain consistency across databases
- Ensure the Interactive Map is updated regularly for use by staff and our visitors

### 2. Collection Maintenance and Information Support (25%)

- Order accurate plant labels as necessary and oversee their replacement
- Supervise all volunteers engaged in label checking, cleaning and survey work
- Respond promptly to enquiries and requests for information concerning the collection
- Produce maps and information for the Tree Team and other staff to aid management
- Accurately record the location of all underground and overhead utility services

### 3. Administration of Commemorative Trees and Benches Scheme (10%)

- Maintain the commemorative tree and benches database map
- Work closely with the Curator to identify suitable specimen plants for adoption
- Respond promptly to enquiries and requests relating to the 'Adopt a Tree or Bench' scheme
- Correspond with adopters in a professional and sympathetic manner

#### 4. Other duties (25%)

- Maintain the historical archive database
- Scan and digitise archive records and material
- Catalogue and maintain the arboretum library, sourcing new material as appropriate