

## **Project Manager/Business Developer**

Peter Scott Tree Care Ltd has been developed over a number of years by Peter Scott, a leading arboriculturalist consultant, Root Barrier and Japanese Knotweed specialist. The business deals with the management of Japanese Knotweed using an environmentally friendly membrane system; the market leading Dendro-Scott Root Barrier. This can be used either as a barrier layer or containment cell which avoids excavation and transportation of large volumes of contaminated soil. Dendro-Scott Root Barrier is also used for the control of tree roots which are causing structural damage to buildings and structures. This process maximises the preservation of mature trees which would otherwise be felled.

Peter Scott Tree Care Ltd is currently based in Stoke-on-Trent however due to semi-retirement the business is being relocated to Morden, Surrey to be run by Bob Freeborn, the proprietor of Drain Scan. Drain Scan has been actively involved with the installation of Root Barriers alongside Peter Scott and is therefore experienced in this field.

Peter Scott will be retained as a specialist consultant after the business move. Details of both Peter Scott Tree Care Ltd and Drain Scan can be found at:

<http://www.peterscotttreecare.com/>

<http://drainscan.co.uk/rootbarriers.htm>

### **The post**

This is a full-time position working from the Drain Scan office in Morden. The main purpose of the position will be to support the existing business and further move Peter Scott Tree Care Ltd forward in the following ways:

- Sales of Dendro-Scott Root Barrier products
- Marketing and generating new sales leads
- Responsibility for stock levels and despatch
- Technical Support of the products
- Site visits, surveys and appraisals (nationwide)
- Overseeing the installation of root barriers etc onsite
- Production of simple CAD drawings
- Production of spreadsheets
- Production of quotations, invoices and reports
- Web design and maintenance
- Dealing with insurance companies and loss adjusters
- Dealing with clients including architects, structural engineers, construction companies, local councils etc.

It is envisaged that the successful candidate will effectively take over the full running of Peter Scott Tree Care Ltd with the day-to-day assistance of Bob Freeborn and with Peter Scott acting as consultant.

This is an exciting position to take on the market-leading brand (Dendro-Scott Root Barrier) and to develop and expand the business.

Initially full support will be given by Bob and Peter but the aim is for the successful candidate to effectively run and expand this business.

**Salary and hours of work** 37.5 hours per week. Initial salary £19,000 per annum with the potential to rise in line with your capacity to add value to Peter Scott Tree Care Ltd.

## **Person Specification**

### **The successful candidate must have:**

- A recent upper second class or higher degree, preferably in Business Management or a business related subject. (If you are graduating this year, an academic referee must be supplied for verification of your suitability for this post).
- An interest in environmental remedial solutions
- A full, clean driving licence and own vehicle
- A technical mind with an attention to detail
- Self-motivation and the ability to work alone
- Good telephone manner and interpersonal skills
- An excellent working knowledge of the Microsoft Office Suite. Some experience of CAD software (possibly COREL) would be advantageous.
- A positive disposition with energy and enthusiasm
- Ability to use own initiative and work flexibly to tight deadlines and under pressure.
- An adaptable and flexible approach to work. This may include the ability to work evenings and/or weekends on site when required.

## **Application and Interview Procedure**

The following should be sent to [bob@drainscan.co.uk](mailto:bob@drainscan.co.uk) before 17:00 on the closing date of Friday 11<sup>th</sup> March 2011:

- A full CV listing your qualifications and previous work experience
- A personal statement outlining your suitability for the position
- Details of two referees (including an academic referee/current employer) detailing address, email and telephone contact. These should be included in a handwritten covering letter scanned and sent as a PDF or similar.

Candidates who are selected for interview will be notified and may have their referees contacted prior to interview.

Interviews will be held at the offices of Drain Scan approximately three weeks after the closing date.

Applicants unsuccessful in reaching the interview stage will be notified shortly after the closing date.

The anticipated start date for the successful candidate is 1<sup>st</sup> June 2011.