

## Programme Coordinator – North West England

### About the role

Job title	Programme Coordinator – North West England
Location	The Beehive, Manchester
Salary	£23,500 - £25,500
Preferred start date	As soon as possible after interview
Contract	Full-time 12-month fixed term, with possible extension
Report to	North West Programme Manager
Expected travel	Frequent regional travel and occasional national travel is expected.
Benefits	33 days annual leave including public holidays, 4 paid annual volunteer days, access to flexible working, training, development and career progression, work place pension contribution.

### Key responsibilities

- Leading on the delivery of the WildED programme in North West England. This includes recruiting schools to the programme, organising and leading workshops, providing direct support to student action projects, planning the final Dragons' Den events and building relationships with local organisations and campaigns.
- Delivering Action for Conservation's Residential Conservation Camps in the North West and other regions, with the support of volunteers, partner organisations and the rest of the team.
- Planning and delivering hands-on action days, celebratory events, webinars and skill-building activities for our North West cohort of Youth Ambassadors and Alumni, and providing ongoing remote support for them as they lead action in their local area and share their voice.
- Managing and growing our North West network of volunteers who support our team in delivering WildED workshops, Residential Camps and Ambassador activities.

- Supporting our newly launched Penpont Project, the world's largest youth-led nature restoration project, and other similar projects.
- Contributing to the communications output of the charity, including social media, YouTube, blogs, newsletters, articles, talks and maintenance and development of the website.
- Creating or commissioning education and marketing materials directed at young people, schools and supporters.
- Networking on behalf of the charity and identifying and exploring new partnership opportunities.

## About you and your skills and experience

### For this role you'll need:

- Understanding and experience of working with groups of young people aged 12-18, and the ability to inspire, motivate and develop young people, especially those who are different to you.
- Great people skills – particularly when it comes to young people.
- Experience/knowledge of environmental education, campaigning and/or advocacy in communities to create positive social and environmental change.
- Superb communication skills – in writing, in person and through formal facilitation – with the ability to adapt communication style to different environments and present to diverse audiences.
- Solutions orientated, proactive and highly organised, with a friendly outlook and the ability to multi-task across various programmes and respond rapidly to new opportunities.

### It would be desirable to have:

- Understanding and analysis of the intersectionality of environmental and social justice issues, and deprivation and its causes.
- Strong environmental knowledge demonstrated through education to degree level or relevant work experience.
- Direct experience working with young people from marginalised groups – including young people of colour, those with disabilities, from working-class backgrounds and LGBTQ+ individuals.
- Volunteer recruitment and management experience.
- Administrative and database management skills.
- A flair for innovation and creativity.
- A full driving licence.

## How to apply

Please send the following to [careers@actionforconservation.org](mailto:careers@actionforconservation.org) with the subject line, 'North West Programme Coordinator':

1. Your CV, including contact details for two referees. References will only be contacted after interview and prior to appointment.
2. A cover letter of no more than two sides of A4, outlining your suitability for the role, addressed to the Programme Manager
3. A video recording (max 1 min) of yourself answering the question: *What do you perceive to be the biggest barrier to young people becoming involved in environmental action?*
4. [Optional] Filled [Equality & Diversity Form](#)

**Deadline:** 11<sup>th</sup> October 2020

**Interviews:** Weeks of 12<sup>th</sup> and 19<sup>th</sup> October 2020

**Interview location:** The Beehive, Manchester or remote