



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.

About the role

This is an exciting role for a self-motivated individual who shares our passion for youth-led solutions to the climate and environmental crisis. The Programme Coordinator will lead on the delivery of our core programmes in North West England and support with other emerging areas of our work. You will act as an educator, role model and mentor to young people whilst supporting them to take practical action to tackle environmental issues, develop their unique voices as young changemakers and help transform the sector from the inside out.

If you feel you would make the most of an opportunity to shape an exciting young charity and have a positive impact on young people's lives and the future of our planet, then we want to hear from you.

Key responsibilities

You will be responsible for delivering a range of programmatic activities in North West England, aimed at inspiring and empowering young people to connect with nature in new and exciting ways, design and deliver environmental action projects that benefit wildlife and people and share their voice on environmental issues that are relevant to them. Our key programmes include:

- **WildED School Workshop Programme**, led with students in secondary schools in urban areas across the region.
- **Residential Conservation Camps**, led with young people in National Parks within the region.
- **Youth Ambassador Programme**, led with graduates of our Residential Conservation Camps.
- **Green Influencers Scheme**, led with schools, community groups and other community/youth forums across the region.
- **WildWEB Digital Action Programme**, led online with young people from across the world.

Across these programmes, you will:

- Recruit schools, youth groups and individual young people to take part and coordinate the necessary logistics for programmatic activities to take place.
- Plan and deliver workshops, hands-on action days, celebratory events, webinars and skill building activities for young people.
- Support young people in the conception, planning, delivery and continuation of environmental action projects.
- Support young people to experience and connect with nature, through both residential and day-to-day activities.
- Enable young people to connect with local partners and stakeholders to ensure their activities are embedded within the local community and their impact is maximised through partnership support.
- Evaluate the effectiveness of our programmes and measure the impact of young people's projects and activities.
- Work in a flexible way, given the COVID-19 pandemic, and adapt delivery as needed.

To support these programmes, you will also be responsible for:

- Managing and growing our network of volunteers who support our programmes.
- Actively communicating about our work and that of the young people we work with through social media, YouTube, blogs, newsletters, articles and talks.
- Creating or commissioning education and marketing materials directed at young people, schools and supporters.
- Coordinating other activities specific to the North West, including the Manchester Nature Consortium's Youth Panel.
- Networking on behalf of the charity and identifying, exploring and developing 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.
- Strong environmental knowledge demonstrated through education and/or relevant work or volunteer experience.
- Experience organising workshops, visits and activities in schools and/or outdoors.

- 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 your 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.
- Outdoor first aid qualification (training provided if needed).
- Satisfactory enhanced DBS disclosure (conducted by the charity on appointment).

It would be desirable to have:

- Understanding of the intersectionality of environmental and social justice issues, and deprivation and its causes.
- Direct experience working with young people from marginalised groups – including young people of colour, those with disabilities, from working-class backgrounds and LGBTQ+ individuals.
- Experience of supporting young people to design and deliver campaigns or environmental action projects.
- Good knowledge of the region you will be working in and its challenges/opportunities.
- 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 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. Completed [Application Form](#)
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?*

Deadline: 31st January 2021

Interviews: Weeks of 1st and 8th February 2021

Interview location: The Beehive, Manchester or remote