



Programme Manager – South West England and Wales

About the role

Job title	Programme Manager – South West England and Wales
Location	Bristol, UK
Salary	£27,500 - £29,500
Preferred start date	As soon as possible after appointment
Contract	Full-time 12-month fixed term, with possible extension
Report to	Head of Programmes
Expected travel	Frequent regional travel and occasional national travel is expected, where Government guidance allows.
Benefits	33 days annual leave including public holidays, 4 paid annual volunteer days, access to flexible working, training, development and career progression, workplace pension contribution.

Key responsibilities

You will be responsible for leading AFC's work regionally, managing the oversight, delivery and expansion of our core programmes in South West England and Wales. As the sole programme staff member in the South West at this time, you will have the unique opportunity to establish and expand our programmes in the region and build a strong delivery team over time. You will act as a conduit between the central team and your region, ensuring that approaches, methods and learnings from South West England and Wales are embedded across the organisation and adapting centralised strategies to fit the unique needs of your region.

Our core 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:

- Manage the recruitment of schools, youth groups and individual young people to take part and manage the coordination of necessary logistics for programmatic activities to take place.
- Take the lead in organising and delivering 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-long 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:

- Line managing the programme team in South West England and Wales and freelance workers once we are in a position to appoint additional roles in the region.
- Contributing directly to the communications output of the charity via blogs and talks, and providing content to the central communications team.
- Developing and delivering impactful and strategic partnerships with NGOs and community groups that enable programmatic expansion, increase our reach and impact and build capacity on the ground.
- Managing and growing our network of volunteers in South West England and Wales who support our core programmes.
- Coordinating and contributing to other activities specific to South West England and Wales, including the Penpont Project.
- Networking and identifying regional grant opportunities and collaboratively working with the Grants & Finance Officer to realise these.

About you and your skills and experience

For this role you'll need:

- Evidence of developing, delivering and expanding youth engagement and leadership programmes.
- 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.
- Ability to manage risk and issues, including project-based, financial, interpersonal, safeguarding and health and safety.
- Understanding of the intersectionality of environmental and social justice issues, and deprivation and its causes.
- Experience/knowledge of environmental education, campaigning and/or advocacy in communities to create positive social and environmental change.

- Solutions orientated, proactive and highly organised outlook and the ability to multi-task across various programmes and respond rapidly to new opportunities.
- 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.
- Outdoor first aid qualification (training provided if needed).
- Satisfactory enhanced DBS disclosure (conducted by the charity on appointment).

It would be desirable to have:

- Experience of leading and motivating teams and related management and support activities.
- 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 line managing a team.
- Experience developing evaluation and monitoring frameworks and budgets.
- Volunteer recruitment and management experience.
- Administrative and database management skills.
- A full driving licence.

How to apply

Please send the following to careers@actionforconservation.org with the subject line, ‘SW Programme Manager’:

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: Remote