

RECRUITMENT PACK

LAND-BASED PROJECT COORDINATOR - SOUTH WEST



APPLICATION DEADLINE
26 AUGUST 2024 AT MIDNIGHT



ACTION
FOR CONSERVATION

“

Action for Conservation comes in and listens to all our opinions. All of us in the group feel heard and like our opinion matters.

”

- Young person from North Liverpool Academy



ABOUT US



Action for Conservation (AFC) is a UK grassroots charity using innovative approaches to inspire and empower young people from diverse backgrounds, between the ages of 12 and 24, to become the next generation of environmental leaders.

We are at a critical moment in our earth's history, and it has never been more important to empower every young person to fight for their future, the future of the planet and to build a youth movement committed to the earth.

You can read more about who we are and our work in our new **[Five-year Strategy \(2023-2027\)](#)**.

VISION

Every young person in the UK is moved and empowered to protect and restore the living world

MISSION

To bring the magic of nature into young people's lives, inspiring a youth movement committed to conservation, restoration and to the Earth

VALUES

Diversity, Wonder, Hope, Action, Change.

WHAT WE DO

1 **Connect young people to nature**

We build young people's understanding of and connection to the living world, inspiring and motivating them to lead change in their communities.

2 **Provide support and tools**

We provide young people with access to expertise, safe, judgement-free spaces to discuss their ideas, opportunities to take action, and logistical support so that they are equipped with the tools to make a difference for the planet.

3 **Change decision-making practices**

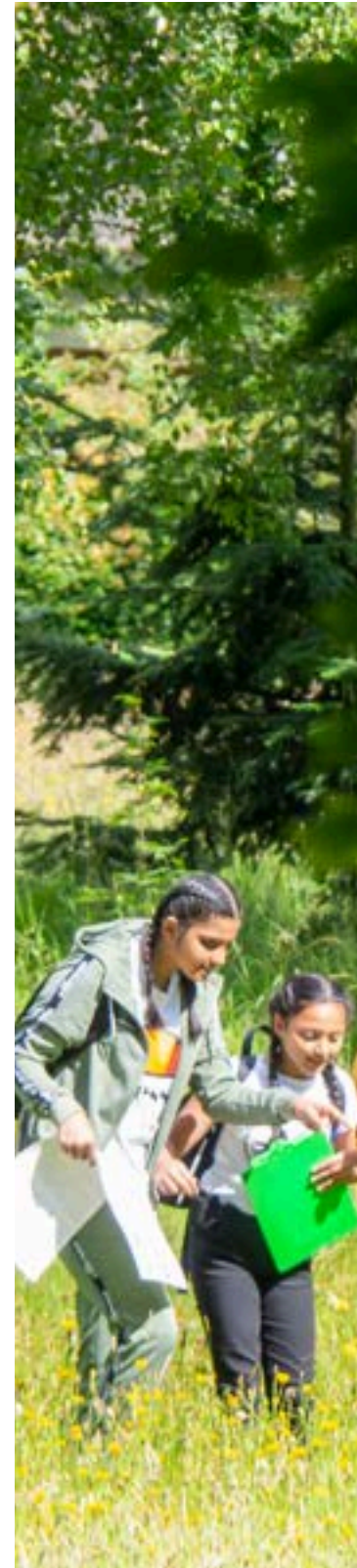
We develop and showcase best-practice examples of inclusive, intergenerational decisionmaking at a landscape-scale through to a community level, influencing the wider sector to work with us and adopt new ways of acting.

4 **Drive a diverse and inclusive sector**

We support the sector to create inclusive volunteer, trainee and employment opportunities that will appeal to young people from underrepresented and minority backgrounds.

5 **Shape system change**

We reinforce ecological and intergenerational values, and we help young people share these widely, in order to inspire and influence young people to bring about systemic change.



ABOUT OUR PROGRAMMES



WildED

Our flagship programme for secondary schools and youth groups helps young people to learn about current environmental issues and motivates them to be part of the solution by developing their own action projects to tackle environmental issues in their communities that they care about.

Summer Camps

Our residential Summer Camps take place in UK National Parks where young people spend an all-inclusive five days immersed in nature. They explore habitats, take part in hands-on conservation activities, see incredible wildlife and make friends for life.

Ambassador Programme

A year-long mentoring scheme for young people who graduate from our camps. Youth Ambassadors take part in events and webinars to further develop their skills and knowledge and receive mentoring and support from us to pursue independent projects, from creating food growing clubs to running sustainable fashion workshops in their local communities. We also help them to access and participate in meaningful decision-making opportunities with other organisations.

Intergenerational Nature Restoration

We are working with young people to develop a 'gold standard' of intergenerational nature restoration and decision-making. In 2019, we launched our flagship 500-acre Penpont Project in the Brecon Beacons National Park, the largest of its kind in the world. We are now working to develop a network of intergenerational 'Action Sites' in London, Bristol and Manchester.

ABOUT THE ROLE

We are looking for a Land-based Project Coordinator based in Bristol to help us deliver an ambitious new nature restoration project: Intergenerational Action for Nature and Climate.

Title: Land-based Project Coordinator - South West

Start date: Ideally mid/late October

Contract type: Fixed-term for three years, with scope to extend subject to funding

Probationary period: 3 months

Starting salary: £28,121.27 - £29,317.92 (FTE , pro-rata if working part time) depending on experience

Hours of work: This job can be considered on a full-time (35 hours per week) or part-time (21+ hours per week) basis

Evening/weekend work: Regular evening (up to 3-4 times per month) and weekend (up to 1-2 times per month) as well as occasional residential work (up to 2-3 times per year) will be required. Time off in lieu (TOIL) can be taken for work outside of usual office hours.

Location: Bristol (hybrid working with 1-3 office days per week)

Travel: Frequent (weekly or monthly depending on working hours) travel within Bristol and the South West region, occasional national travel for partner exchange visits, away weeks, etc. (2-3 times per year)

Background

Drawing on our experience with our flagship Penpont Project, we have recently embarked on a new, three-year partnership project: Intergenerational Action for Nature and Climate. This will see us working across two new sites, Grow Wilder in Bristol and Heartwood near Matlock in Derbyshire, and using our proven intergenerational land stewardship approach to restore biodiversity and connect young people to nature, empowering them to become life-long climate activists and advocates for nature.



ABOUT THE ROLE

What you'll do

In your role, you will work closely with other members of the Intergenerational Action for Nature and Climate project team, as well as our site partners Avon Wildlife Trust, to support the development and successful delivery of the project at Grow Wilder.

Through regular online engagement and monthly visits to the Grow Wilder site, you will support the South West Programme Manager and Land-based Projects and Policy Lead to facilitate an intergenerational co-design process, using eco-cultural mapping and other participatory methods. Involving key stakeholders, including Avon Wildlife Trust, a Youth Leadership Group of young people aged 12-18 living locally to Grow Wilder, land knowledge holders and the wider community, this process will enable participants to collectively develop an ambitious vision for the future of Grow Wilder. One of the outcomes of this process will be a shared plan for restoring nature and improving biodiversity at Grow Wilder, which will be implemented throughout the lifetime of the project and beyond.

Working in collaboration with our partners Avon Wildlife Trust, you will be responsible for coordinating all project activities on behalf of Action for Conservation, providing high-quality administrative and organisational support to the project team. You will also directly contribute to the project delivery, leading or supporting a variety of engaging sessions, webinars and hands-on activities, among others, with the project partners, young people, community groups and other project stakeholders.

This role requires a minimum commitment of 3 days/21 hours per week. If you are applying for the position on the basis of working more than 21 hours per week (up to full time), in the rest of your time you will be supporting the delivery of our core programmes for young people (WildED, Summer Camps and the Ambassador Programme) in the South West region.



JOB DESCRIPTION

Role: Land-based Project Coordinator - South West

Team: Land-based Projects, Programmes

Reports to: South West Programme Manager

Responsible for: Project volunteers where applicable

Key responsibilities

- Support the South West Programme Manager and Land-based Projects and Policy Lead to design and facilitate an intergenerational co-design process using eco-cultural mapping and other participatory methods to develop a future vision for Grow Wilder.
- Plan, coordinate and deliver quarterly residential visits of the Youth Leadership Group to Grow Wilder.
- Facilitate the activity of the Youth Leadership Group outside of visits to Grow Wilder to ensure young people are equipped with the skills, knowledge and confidence to engage fully with the project.
- Plan, coordinate and deliver school/youth group visits and community nature restoration action days at Grow Wilder.
- Support monitoring and evaluation activities to understand the impact of the project and facilitate learnings.
- (Full-time role only) Support the delivery of our core programmes for young people, helping young people to experience, connect with and take action for nature.



JOB DESCRIPTION

Duties include:

Support the South West Programme Manager and Land-based Projects and Policy Lead to design and facilitate an intergenerational co-design process using eco-cultural mapping and other participatory methods to develop a future vision for Grow Wilder (approx. 7.5% of time)

- Support the South West Programme Manager with conducting research of the history, present use and potential future of Grow Wilder and the surrounding area, including desk-based research, collecting oral histories from local knowledge holders/ land-users, reviewing ecological and land-use records, walking the site in detail with local community members/ land-users.
- Support the Youth Leadership Group and the Avon Wildlife Trust team to fully engage with the eco-cultural mapping process.
- Engage subject experts and support them to take part in the eco-cultural mapping process, including attending relevant site visits.

Plan, coordinate and deliver monthly visits of the Youth Leadership Group to Grow Wilder (approx. 20% of time)

- Support the team to develop visit agendas and session plans.
- Prepare, create or source materials, resources and content where needed for sessions.
- Lead/facilitate sessions and support other members of the team with session delivery.
- Organise consent, health and safety and risk assessments for all visits.
- Organise travel, accommodation and food for visits and manage any other logistics.
- Liaise with young people and our project partners around site visits to ensure that they have all relevant information and any access, dietary or other support requirements are met.
- Provide mentoring, wellbeing and general support for young people during visits.

Facilitate the activity of the Youth Leadership Group to ensure young people are equipped with the skills, knowledge and confidence to engage fully with the project (approx. 15% of time)

- Organise and deliver webinars and other online activities as relevant to build the Youth Leadership Group's understanding of the project's eco-cultural mapping process.
- Create systems for organising Youth Leadership Group members between visits around specific tasks e.g. working groups around different topics or activities.
- Ensure there is regular online communication through Basecamp (our online project management platform) and group calls to keep momentum and engagement going between visits.

JOB DESCRIPTION

Continued...

Plan, coordinate and deliver school/youth group visits and community nature restoration action days at Grow Wilder (approx. 10% of time)

- Engage local community, school and youth groups to take part in practical nature restoration activities at Grow Wilder.
- Support the team at Grow Wilder with organising and running community action days, including preparing for and undertaking practical nature restoration activities.
- Organise school/youth visits to the Grow Wilder site, including as part of community action days, facilitating relevant educational and nature restoration activities.
- Organise consent, health and safety and risk assessments for school/youth groups visits and support the team at Grow Wilder with health and safety and risk assessments for community action days.
- Organise travel and refreshments for school/youth group visits as needed.
- With our project partners, manage any volunteers supporting school/youth group visits and community action days.

Support monitoring, evaluation and learning (MEL) activities to understand the impact of the project and facilitate learnings (approx. 10% of time)

- Facilitate data collection through surveys and qualitative MEL methods.
- Organise and conduct interviews with project participants (young people and adults).
- Collate and input data into Salesforce and Excel.
- Record experiences and learnings throughout the project using reflective journalling practices/other methods and share reflections during internal meetings, partner calls and exchange visits.
- Contribute to project and funding reports, case studies, and other external communications about the project.



JOB DESCRIPTION

Continued...

Support the delivery of our core programmes for young people (up to 40% of time for a full-time role)

- Recruit schools, youth groups and young people to take part in our programmes.
- Plan and deliver workshops in and outside of schools, including online, outdoor hands-on action days, residential camps and other activities for young people to help them connect with nature, develop their environmental knowledge and skills and inspire them to take action in their communities.
- Support and mentor young people to imagine, plan and deliver environmental action projects to tackle issues they are passionate about.
- Create exciting content and educational materials for young people.
- Manage travel, accommodation, food and other logistics to deliver our programmes.
- Provide high-quality coordination and administrative support for our programmes, including managing consent, health and safety and risk assessments for activities.
- Support the monitoring and evaluation of our programmes, including data collection and input on Salesforce and Excel.

Other (approx. 5% of time)

- Support the South West Programme Manager and Land-based Projects and Policy Lead with other tasks as needed.
- Take part in team and organisation-wide meetings, away days, events and activities.
- Work in accordance with our organisational policies, such as Child Safeguarding, Health and Safety, and Equality and Diversity policies.
- Contribute to the ongoing improvement of our work by sharing ideas, knowledge and learnings with colleagues across the organisation.



WHAT ARE WE LOOKING FOR?

Candidates must have the experience, knowledge and skills listed as ‘Essential’ (E) and these will be assessed throughout the application process. Having the experience, knowledge and skills listed as ‘Desirable (D)’ would be advantageous, but this is not essential to be considered for the role.

Experience

Working with, engaging, motivating and supporting young people from diverse backgrounds, ideally aged 12 to 18 E

Facilitating in-person and/or online group events and activities, including practical activities in an outdoor setting E

Organising events and activities from start to finish, including liaising with partners, managing logistics, safeguarding, health and safety and risk assessments E

Supporting young people with additional needs D

Monitoring and evaluating programmes and activities, including using Salesforce to record data D

Knowledge

Environmental knowledge demonstrated through post-secondary education and/or relevant work or volunteer experience E

Good understanding of qualitative research methods, such as interviewing, surveying and co-design D

Good understanding of how to remove barriers to participation that young people, particularly those from minoritised and marginalised backgrounds, experience D

Knowledge of the area you will be working in and its unique challenges and opportunities D

Skills & Abilities

Excellent organisational and time management skills with the ability to plan ahead, work across multiple tasks and prioritise effectively to meet deadlines E

A positive, proactive and self-reliant approach to work with proven ability to work independently, problem-solve and take initiative to achieve results E

Good teamwork skills and willingness to help out colleagues E

Excellent written and verbal communication and interpersonal skills

Good IT skills, ideally using Google Workspace applications or equivalent (e.g. Gmail, Word/Docs, Excel/Sheets, etc.) E

Personal Attributes

Commitment to working with young people as equal partners and supporting their leadership E

Willingness to work outside of usual office working hours to meet the needs of the young people we work with E

Commitment to Action for Conservation’s vision, mission and values E

WHY WORK WITH US?

You'll be joining a young, mission-driven team who truly love what they do. Working with young people is always rewarding, sometimes challenging and never boring, and you'll get to experience first-hand the positive impact that your work has. We work hard whilst maintaining a positive work-life balance and spend lots of time outdoors.

In 2023, we were recognised by Escape the City as one of the **top progressive places to work** from over 13,000 nominations, after a rigorous assessment across six criteria, including Mission, Impact, People, Planet and Innovation.



Some of the benefits of working at Action for Conservation include:

- 25 days of annual leave plus public holidays, plus one additional day for each year served up to a maximum of 30 days
- Up to 5 days of professional development leave and up to 4 paid volunteer days each year
- A workplace pension with 3% employer contributions
- Access to flexible working to help you maintain a healthy work-life balance
- Regular team and organisational away days in the great outdoors
- Joining a growing organisation with the possibility to progress within the team as opportunities arise
- A robust training package and a bespoke development plan, co-developed with your line manager, to support your progression and career aims
- Opportunities to develop new skills and knowledge such as public speaking, youth engagement, group facilitation, practical conservation, and others
- Opportunities to share your voice and shape the direction of our work, ensuring that our content is relevant and reflective of your interests and the issues facing your community
- Seeing the impact of what you do, as you transform young people's lives



OUR COMMITMENT TO DIVERSITY



Diversity is one of our core values as an organisation and we are committed to creating an inclusive working environment where diversity is valued and there is equality of opportunity. We also recognise that the climate and ecological crisis disproportionately impacts minority and/or marginalised communities – yet these voices are largely underrepresented in the sector. Currently, the environmental sector is the second least diverse in the UK, with just 4.8% of employees from ethnic minority backgrounds. If the environmental movement is to succeed in creating a greener future that supports society as a whole, we need diverse voices at the heart of our programmes. We therefore encourage people from demographics that are currently underrepresented in the environmental movement to apply.

Guaranteed Interview Scheme

We particularly encourage applications from people from ethnic minority backgrounds or living with a disability or long-term health conditions. We will offer an interview to any candidates from ethnic minority backgrounds or living with a disability who opt into our Guaranteed Interview Scheme when applying and who meet the essential criteria for this role.



KEEPING YOUNG PEOPLE SAFE



We are committed to ensuring that robust child safeguarding practices are seen as the norm, so that safeguarding becomes everybody's business. We expect all staff, volunteers and partners to protect the young people we work with from harm and abide by our Child Safeguarding Policy. Prior to appointment, the selected candidate will be required to provide two work references and complete an enhanced Disclosure and Barring Service (DBS) check.

HOW TO APPLY

Please complete the online application form to apply.

A link to the form can also be found on the 'About Us' page of our website under the post for this vacancy. As part of the application process, you will need to submit your CV. It is important that in your application you demonstrate clearly and provide examples of how you meet the requirements for the role.

The deadline for applications is Monday 26 August 2024 at midnight.

Shortlisted candidates will be notified by email and invited to interview by 30 August. Interviews will be held remotely on 10 - 12 September. Second interviews will be held remotely on Tuesday, 17 September.

Pre-employment checks

Please be aware that this role requires two satisfactory work references, including one from your current or most recent employer, as well as the completion of an enhanced DBS check, which we will organise for the successful candidate. All applicants must have the right to work in the UK. We are currently unable to offer visa sponsorship.



[Online Application Form](#)



careers@actionforconservation.org



www.actionforconservation.org

If you would like further information, support with access requirements, such as an adjustment to the application or interview process, or an informal chat, please contact us by email.