

RECRUITMENT PACK

PROGRAMME COORDINATOR



APPLICATION DEADLINE
27 OCTOBER 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 pioneering 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's never been more important to empower every young person to fight for their future and the future of the planet. We are an innovative young charity using pioneering approaches. We work with young people from diverse backgrounds 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 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 leadership sites across our other active regions.

ABOUT THE ROLE

We are looking for a Programme Coordinator to join our team in the South East of England and support the delivery of our programmes for young people in the region.

Title: South East Programme Coordinator

Start date: as soon as possible

Contract type: Full-time, permanent

Probationary period: 3 months

Starting salary: £28,121.27 - £29,317.92 depending on experience

Hours of work: 35 hours per week across 5 days. This role requires evening and weekend work, including residential stays. Time off in lieu (TOIL) can be taken for any overtime worked.

Location: Brighton or Eastbourne

Travel: Frequent regional travel - along the South East coast and to London - to deliver our programmes, occasional national travel for meetings, team gatherings and others



In this role, you will be responsible for delivering our core programmes in your region. Through your work, you will inspire and support young people to connect with nature in new and exciting ways and gain new environmental knowledge and skills, and will empower them to have a voice on environmental issues they care about and take action for nature.

You will plan and lead a wide range of sessions for and with young people indoors (including in schools), outdoors and online. You will also support young people to design and deliver environmental action projects that benefit nature and their local communities and create platforms for young people to share their voices and influence decision-making. You will look after all practical and administrative aspects of programme delivery as well as play a vital role in inspiring, empowering and supporting young people both during and outside of activities. You will also formally act as our Blue Mentor for the Blue Influencers Scheme, a match-funded programme for environmental youth social action, funded by The Ernest Cook Trust and the #iwill Fund.

The #iwill Fund is made possible thanks to £66 million joint investment from The National Lottery Community Fund and the Department for Culture, Media and Sport (DCMS) to support young people to access high-quality social action opportunities. The Ernest Cook Trust is acting as a match funder and awarding grants on behalf of the #iwill Fund.

Proudly supporting
youth social action



Department
for Culture
Media & Sport



ABOUT THE ROLE

Continued...

This role sits across programme coordination and administration on one hand and programme delivery on the other. The proportion of each varies throughout the year, with a busy spring and summer season of activities leading into a quieter, desk-based autumn and winter season as we plan and get ready for the year ahead. In total across the year, you can expect to lead or support the delivery of four to six Ambassador events (usually day-long with a 2-day residential graduation), two 5-day residential summer camps, and around 25 (half-day) sessions at secondary schools or youth groups in your regional (plus additional sessions as needed to support your colleagues with their session delivery).

To be successful in the role, you will be highly organised, proactive, self-reliant and a skilled facilitator who can engage and build positive relationships with young people in a range of settings. You will have prior experience of delivering events and activities for and with young people and, ideally, relevant experience of programme coordination and administration.



JOB DESCRIPTION

Role: South East Programme Coordinator
Reports to: South East Programme Manager
Responsible for: No direct reports

In this role you will:

Support young people to engage in our programmes and learn about, connect with and take action for nature

- Recruit a diverse range of schools, youth groups and young people to take part in our programmes and act as Blue Influencers, with a particular focus on young people experiencing disadvantage and marginalisation.
- Create exciting content and educational materials for young people.
- Plan and deliver workshops, events and activities that help young people to connect with nature, develop their environmental knowledge and skills and take action in their communities, with a particular focus on coastal, marine and riverine environmental issues.
- Support and mentor young people to imagine, plan and deliver environmental action projects to tackle an array of environmental and social issues that are important to them, with a particular focus on projects that benefit blue spaces.
- Support young people to partner with local community organisations to embed their projects within the community and maximise learning, connection and impact.
- Lay the groundwork for our first coastal Intergenerational Action Site, bringing together young people, conservationists, local stakeholders and community members through our 'gold standard' approach to intergenerational nature restoration and decision-making.
- Ensure youth-led social action projects meet **#iwill's six principles of quality youth social action**.



JOB DESCRIPTION

Continued...

Lead on programme coordination and support with safety, evaluation and communications

- Be responsible for the general coordination and manage the logistics to deliver our programmes in your region.
- Manage risk, health and safety and safeguarding during programme activities.
- Ensure Blue Influencer projects meet the Ernest Cook Trust's and #iwill Fund's funding criteria and are administered in line with the due diligence guidance.
- Support the evaluation of our programmes and report on outcomes using the methods developed by Action for Conservation, The Ernest Cook Trust and the #iwill Fund.
- Help us to grow and manage our network of volunteers in your region.
- Share stories of the young people you work with and support young people to directly share their stories through social media, YouTube, blogs, articles, talks and other channels.
- Helps us to expand our network of local community partners that are actively looking to engage more young people.
- Be an active member of the regional and national network of Blue Mentors. This includes sharing best practice and learnings with the network, attending national training and networking events, and acting as a champion for youth-led action and decision-making within the charity and externally.

Other duties and responsibilities

- Attend and participate in team and organisation-wide meetings, away days , events and activities as appropriate.
- Contribute to the continuous development and improvement of programmes by sharing ideas, knowledge and learnings with colleagues across the organisation.
- Work in accordance with our organisational policies, such as Child Safeguarding, Health and Safety, and Equality and Diversity policies.
- Support the South East Programme Manager as needed with other projects and activities in your region.



WHAT ARE WE LOOKING FOR?

Candidates must have the experience, knowledge and skills listed as 'Essential' (E) and these will be assessed throughout the recruitment 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 people, ideally aged 12 to 18, in a relevant context	E
Facilitating group activities in-person and/or online, including practical activities in an outdoor setting	E
Coordinating programmes and activities, including general administration	E
Organising events and activities from start to finish, including managing logistics, safeguarding, and health and safety	E
Working with secondary schools, leading communications with teachers and responding to their interests and the needs of the curriculum	D
Supporting young people to design and deliver campaigns or environmental action projects	D
Working with and supporting young people with additional needs	D
Working in youth voice, youth leadership or youth empowerment contexts	D
Monitoring and evaluating programmes and activities, ideally using Salesforce to record data	D

Knowledge

Environmental knowledge demonstrated through post-secondary education and/or relevant work or volunteer experience	E
Knowledge of marine, riparian and coastal issues	D
Understanding of the barriers that young people, and particularly those from marginalised, minoritised or disadvantaged backgrounds, experience in engaging with environmental issues, and how to overcome them	E
Knowledge of the region and local communities you will be working in and their unique challenges and opportunities	D

Skills, abilities & personal attributes

Ability to engage, inspire and motivate young people, especially those who are different to you, and get them excited about nature	E
Excellent communication, interpersonal and teamwork skills, including through formal facilitation	E
Excellent organisation and time management skills and the ability to prioritise and work to deadlines across various programmes as well as adapt to changing circumstances	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 IT skills, ideally using Google applications or similar (e.g. Gmail, Word/Docs, Excel/Sheets, etc.)	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 and those of The Ernest Cook Trust and the #iwill Fund	E

PICTURE YOURSELF IN THE ROLE

We know that it can be difficult to imagine yourself in any role that you read about on a job board. Though this is a new role to the organisation, we've asked our current team members in similar roles working with young people to share what it's like working at AFC.

Holly, former South West Programme Coordinator

I start my day by reading through emails and responding to teachers' questions about our WildED schools programme. I then make a start on an Information Pack for an upcoming school visit to the Penpont Project, spend some time planning workshops for the coming weeks, and arrange a 1:1 meeting with a young person from our Ambassadors programme, who we are supporting to lead a workshop at a local primary school.

After lunch, I travel to a local school for their first of a series of workshops we will deliver there throughout the year. A highlight of my role is meeting so many inspiring young people, listening to and celebrating their ideas and interests, and supporting them to lead their own environmental action projects. It has hugely improved my confidence and facilitation skills, whilst allowing me to explore my interests, be creative and work with an amazing team of like-minded people trying to make the world a better and more connected place.

No day is the same in this role! Whether I'm travelling, facilitating, creating, or completing admin tasks I thoroughly enjoy how varied it is and am so grateful for the opportunity to support a huge range of programmes whilst contributing to meaningful impacts on the lives of young people and the natural world.



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 13,00 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.

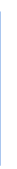
Guaranteed Interview Scheme

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



Our commitment to keeping young people safe
We're 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 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 as well as record and share a brief video in response to a question. 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 Sunday, 27 October 2024 at midnight.

Shortlisted candidates will be notified by email and invited to interview by 01 November. First-stage interviews will be held between 05 and 07 November. Second-stage interviews will be held on 11-12 November.

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.