

# RECRUITMENT PACK

## SENIOR PROGRAMME MANAGER - NORTH WEST



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 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 leadership sites across our other active regions.



# ABOUT THE ROLE

**We are looking for a Senior Programme Manager (Maternity Cover) to lead our work in the North West and support us with the cross-regional management of our programmes for young people.**

**Title:** Senior Programme Manager – North West (Maternity cover)

**Start date:** as soon as possible

**Contract type:** Fixed-term for 12 months, with possibility to extend if needed

**Probationary period:** 6 months

**Starting salary:** £36,749.45 – £40,773.98 depending on location and experience

**Hours of work:** Full-time, 35 hours per week. This role requires evening and weekend work, including regular (4–6 times per year) residential stays. Time off in lieu (TOIL) can be taken for overtime worked.

**Location:** Remote or Manchester/London/Bristol (hybrid)

**Travel:** Regular travel to Manchester and the North West of England will be required where this is not the jobholder’s usual place of work, as well as some national travel for meetings

## Overview

This opportunity comes at a unique and exciting time in the evolution of our charity, as we look at how we continue to grow our work sustainably and deepen the connections between our youth and land-based work streams.

As Senior Programme Manager, you will have the opportunity to shape our work nationally as well as lead our programmes in the North West of England, enabling us to grow our reach, deepen our impact and ultimately deliver our mission. Your work will ensure that across our programmes we offer young people meaningful and impactful opportunities to take action for people and the planet and have a voice in shaping the future of our landscapes.





# ABOUT THE ROLE

## Overview (continued)

You will work closely with and report to the Head of Impact and Programme Operations. You will also line manage the other regional Programme Managers and a team of two Programme Coordinators in the North West, and will collaborate with the Land-Based Projects and Policy Lead and the Land-based Project Coordinator at the intersection of our youth programmes and land-based work.

With support from your manager and in consultation with the other regional Programme Managers, you will translate our annual programme strategy into a robust cross-regional implementation plan covering both programme design and operations and make tangible improvements to enhance efficiency and impact across our regions. You will also be responsible for ensuring that our programmes are delivered as planned, to a high standard in line with best practice and cohesively across regions, and that regional objectives and targets in the North West are achieved.

The ideal candidate will be a highly capable and experienced project manager and team leader with a proven track record of motivating and supporting others to achieve the best possible outcomes for your team and your programmes.





# JOB DESCRIPTION

**Role:** Senior Programme Manager – North West (Maternity cover)

**Teams:** Programmes, North West

**Reports to:** Head of Impact and Programme Operations

**Responsible for:** North West Programme Coordinators, South West and South East Programme Managers

## Key responsibilities

- Lead Action for Conservation's work in the North West, ensuring that regional targets and objectives are achieved and supporting the expansion of our programmes and projects in line with our organisational strategy.
- Support the cross-regional planning and management of our programmes to ensure that programmes are delivered on time and to budget, to a high standard and cohesively across regions.
- Line manage the other regional Programme Managers and the North West Programme Coordinators, providing leadership, guidance and support as needed.





# JOB DESCRIPTION

## Duties include:

### **Cross-regional programme planning and management (approx. 20% of time)**

- Support the Head of Impact and Operations with cross-regional planning and management of our programmes, creating or contributing to key documents and processes that underpin regional delivery, including new content and educational materials.
- Act as a conduit between the overall programmes strategy, annual delivery plans and regional teams, ensuring cross-regional cohesion and effective sharing of insights and learning across the Programmes team.
- Line Manage the South West and South East Programme Managers, developing a positive coaching relationship and supporting them to deliver on their roles' responsibilities.
- Support the recruitment and onboarding of new members of the Programmes team.
- Build new relationships and partnerships in the North West and support wider partnership opportunities nationally to help deliver our strategy.
- Support the fundraising team with identifying and realising regional funding opportunities, focusing predominantly on the North West but with scope to support other programme-related regional opportunities as needed.
- Act as a Deputy Designated Safeguarding Officer, being an additional go-to person for safeguarding disclosures and offering safeguarding advice and support to regional teams as needed.
- Alongside the Head of Impact and Programme Operations, review and sign off risk assessments for programmatic activities across regions.

### **Leadership and management in the North West (approx. 20% of time)**

- Take overall responsibility for the planning, organisation and delivery of our programmes for young people and land-based projects in your region, ensuring that activities are delivered on budget and within set timeframes and that regional targets and objectives are achieved.
- Line-manage members of the North West Programmes team and freelance workers where appropriate, developing a positive coaching relationship and ensuring that they deliver on their roles' responsibilities.
- With support from the Finance Lead, manage programme budgets for the North West.
- Manage risk assessments, health and safety and safeguarding for all activities in your region.
- Support the Head of Impact and Programme Operations with the evaluation of programmes in your region, leading on all data collection and input and developing powerful stories about the impact of our work.
- Manage and grow our network of volunteers in the North West, with support from the North West and wider Programmes team.



# JOB DESCRIPTION

Continued...

## **Residential Summer Camps & Ambassador Programme (approx. 25%)**

- Together with other members of the Programmes team, run an annual recruitment campaign and select young people to take part in our Residential Summer Camps and Ambassador Programme.
- Develop and deliver, with support from the North West Programme Coordinators and wider team, a week-long programme of activities for two Residential Summer Camps in the North West, incorporating a mix of indoor and hands-on outdoor sessions that help young people to connect with nature and develop their environmental knowledge and skills as well as build new connections with like-minded peers.
- Together with other Programme Managers, develop a coherent programme of events for Youth Ambassadors that are informed by the young people's interests, and oversee its delivery in the North West.
- With the North West Programme Coordinators, support and mentor Ambassadors to plan and deliver environmental action projects to tackle an array of environmental and social issues they care about.
- With the North West Programme Coordinators, support Ambassadors to identify and take part in meaningful external opportunities where they can continue to develop as environmental leaders.

## **WildED Programme (approx. 17.5% of time)**

- Oversee and support the North West Programme Coordinators to recruit schools and youth groups in your region to take part in WildED.
- Oversee and support the North West Programme Coordinators to organise and lead workshops and hands-on action days to help young people connect with and learn about nature and the environment.
- Oversee the North West Programme Coordinators' work to support young people in planning and delivering their own environmental action projects in their schools and/or communities.





# JOB DESCRIPTION

Continued...

## **Intergenerational Leadership and Other Action Sites (approx. 17.5% of time)**

- Alongside the Land-based Projects Lead, support the North West Land-based Project Coordinator to organise and deliver residential site visits, community action days and other activities as part of our Intergenerational Action for Nature project at Heartwood in Derbyshire.
- Lead or support sessions with project partners within and in between residential visits to Heartwood as required.
- Alongside the Land-based Projects Lead, support the North West Land-based Project Coordinator with facilitating the involvement of the Heartwood project's Youth Leadership Group (YLG) and supporting them to take on a leadership role in the project.
- Work with the Land-based Projects and Policy Lead to develop a network of 'Action Sites' in partnership with local organisations in the North West to provide young people with access to spaces where they can connect with nature, take environmental action and contribute to a new vision for nature in the North West and further afield.

## **Other (approx. 5% of time)**

- Deputise for the Finance Lead as needed, reviewing and approving team expenses and coordinating the weekly payment runs with the Head of Impact and Programme Operations and the Chief Executive Officer.
- Work in accordance with our organisational policies and ensure they are adhered to across all activities in your region and across programmatic activities in general.
- Contribute to social media posts, blogs, newsletters and internal updates about our work in the North West.
- Support the ongoing improvement of our programmes and processes by sharing ideas, knowledge and learning with colleagues across the organisation.
- As relevant, attend and participate in internal team and organisation-wide meetings, away days, events and activities.
- Represent and network on behalf of Action for Conservation at external events as needed.



# WHAT ARE WE LOOKING FOR?

**Candidates must have the experience, knowledge and skills listed as 'Essential' (E). 'Desirable' (D) experience, knowledge and skills would be an advantage, but are not required to be considered for the role.**

## Experience

- Significant experience of designing, developing and managing engagement, education and/or leadership programmes for and with young people aged 12-18 **E**
- Delivering environmental projects and direct environmental action, including practical activities in an outdoor setting **D**
- A proven track record of achieving set goals and targets **E**
- Effectively managing people and teams and supporting them to achieve their objectives, with a proven ability to lead, develop, and motivate colleagues **E**
- Facilitating stimulating, interactive and inclusive group activities in-person and online **E**
- Working with and supporting young people with additional needs **D**
- Monitoring and evaluating programmes and activities **D**
- Preparing and managing project/activity budgets **D**

## Knowledge

- Strong environmental knowledge demonstrated through education to degree level and/or equivalent work or volunteer experience **E**
- Knowledge of the UK education system and curriculum at secondary school level **D**
- Good understanding of the barriers young people, and in particular those from marginalised backgrounds, experience in engaging with environmental issues, and how to overcome them **E**
- Strong understanding of safeguarding, health and safety and risk management as they apply to youth and/or environmental work **E**
- Knowledge of the North West of England and its unique challenges and opportunities **D**

## Skills, abilities & personal attributes

- Excellent project management and administrative skills, including computer literacy skills **E**
- Excellent communication, interpersonal and teamwork skills and the ability to build and maintain positive relationships with colleagues, partners, young people and other stakeholders **E**
- Excellent organisation and time management skills and the ability to prioritise effectively, work to deadlines and adapt to changing circumstances **E**
- Ability to take ownership and accountability of your work and the work of others, striving to achieve the best outcomes for yourself, your team and your programmes **E**
- Data and database management skills, ideally using Salesforce **D**
- A driving licence valid in the UK and access to own vehicle **D**
- Willingness to work outside of usual office hours to meet the needs of the young people we work with **E**
- Commitment to Action for Conservation's mission, vision 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 Sunday 27 October 2024 at midnight.

Shortlisted candidates will be notified by email and invited to an interview by 01 November. First interviews will be held remotely in the week commencing 04 November. Second interviews will be held in the week commencing 11 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](mailto:careers@actionforconservation.org)**



**[www.actionforconservation.org](http://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.**