

Project Coordinator

Overview

Earthwatch is recruiting a Nature in Cities Project Coordinator. This role will support the delivery of our urban projects including establishing urban nature-based solutions like Tiny Forests and delivering educational and engagement programmes, which help Earthwatch achieve its mission.

The ideal candidate will be organised, efficient and driven by a desire to make a positive impact. Happiest when busy, you will be a confident communicator and have a keen focus on ensuring delivery of work on time and to a high standard. You will have a keen interest in engaging with local communities and supporting the delivery of community events and planting days. You will have experience of doing administrative tasks and/or experience of working in an NGO.

This will be a varied role with lots of opportunity for expanding your experience and developing new skills, while working in a busy, friendly and supportive team.



ABOUT EW: Earthwatch is an environmental charity with science at its heart. Our mission is to live within our means and in balance with nature. We do this by connecting people with the natural world, monitoring the health of our natural resources and informing the actions that will have the greatest positive impact.

www.earthwatch.org.uk

OUR VALUES

We are driven by people

We always show humanity in our bid to save humanity. As colleagues, we treat each other with genuine warmth and respect. In a polarised world, we're proud to build a friendly movement of local groups, schools, scientists and businesses. Everyone's voice is welcome and valued.

We are powered by science

Powered by science, it's science that makes us powerful. We champion findings collected by people at the grassroots to spark change in our neighbourhoods and at the highest levels of government. We're committed to debate, openness, honesty, listening and always learning.

We connect with nature

Disconnection from nature is at the heart of ecological crisis. Connection is a driving force for change. So let's get our boots – and our hearts – muddy. With smiles on our faces, we inspire people to get out into nature, have fun, discover what we all stand to lose, and take action.

We fight for our planet

The environmental crisis is relentless. We, too, never give up. Each day we fight for our fragile earth, not through protest, but practical science. From planting tiny forests to protecting the world's freshwater habitats, our evidence-based solutions are the seeds of our planet's survival.

Job Title: Project Coordinator
Reports to: Project Manager
Direct reports: None
Department: Programmes and Partnerships
Location: Oxford, UK with travel as required for delivery. Hybrid with flexibility to work from home.
Salary: £22,000 - £28,350 (starting range: £22,000 - £24,000) per annum, gross. FTE
Contract: Permanent
Hours: Full time, 35 hours per week (Mon-Fri) *Flexible and part time options will be considered*

Earthwatch is committed to making any adjustments we can for short-listed candidates, to facilitate participation in our interview process.

Applicants must have the right to work in the UK; Earthwatch is unable to support visa applications. Only shortlisted candidates will be contacted.

Role purpose:

To provide administrative support to ensure the effective delivery of Nature in Cities projects including Tiny Forest plantings, education programmes, citizen science and community engagement activities.

Key deliverables:

- Coordinate the delivery of Nature in Cities projects working across multiple teams and support key relationships with internal and external stakeholders to ensure project success.
- Create event materials and work closely with the community engagement team to support outreach to local communities and advertising of events.
- Provide administrative support including booking travel and venues, ordering food, purchasing equipment, raising purchase orders and preparing equipment and materials for events. Liaising with suppliers and reviewing with the Project Manager.
- Be part of the core delivery team for planting days, science and engagement activities across the UK, engaging with local communities and schools (this will require travel and occasionally overnight stays).
- Coordinate arrangements and logistics for delivery teams before and after events to ensure smooth delivery, including briefing documents and meetings.
- Monitor project outcomes and impact, and completion of reports according to agreed monitoring frameworks.
- Ensure that a comprehensive filing and information management system is in place and maintained for the team, to enable collaborative working and efficient information sharing.
- Support excellent communication amongst members of the team, through building strong relationships and administrative support.
- Ensure project information is up to date on the CRM database and Tiny Forest platform.
- Support Project Managers with creation and updating of risk and health and safety documentation.
- Provide coordination support for other projects within the Cities Programme as required, including European projects.

The above list of job deliverables is not exclusive or exhaustive and the post holder will be required to undertake tasks as may reasonably be expected within the scope and grading of the post.

Personal Specification:

Essential

- Excellent planning and organisational skills – able to multi-task, work well under pressure, and efficiently prioritise their workload.
- A pro-active self-starter who works on their own initiative; able to resolve issues and provide solutions and judge where issues need referring.
- Strong interpersonal skills, including the ability to successfully work with diverse audiences and build strong relationships.
- Confident and professional individual who can represent Earthwatch at Tiny Forest events and engage with a range of audiences. Willingness to regularly travel to UK project locations for delivery.
- Excellent written and verbal communication skills and attention to detail.
- Intermediate/advanced IT skills; Outlook, Word, Excel and PowerPoint (training for Canva will be provided).
- Proven ability to deliver to agreed deadlines.
- Previous work experience in administrative positions or other work experience within an office environment.
- A demonstrable passion and enthusiasm for environmental issues and commitment to the mission and values of Earthwatch.

Desirable

- Experience of working in an NGO and/or educational or science organisation.
- Experience working with external suppliers and/or contractors.
- Experience of event management.
- Clean driving licence and ability to drive to project locations.

Earthwatch is an equal opportunity employer. We believe that everyone has a contribution to make, regardless of visible and invisible differences. We welcome and encourage individuals from diverse backgrounds to apply, and we will consider all applications fairly and consistently.

We are committed to creating a diverse and inclusive working environment - a place where individuality is embraced and everyone has the opportunity to thrive. We value the benefits that different backgrounds, working approaches and ways of thinking can bring.

If you require reasonable adjustments in making an application for the role of Project Coordinator, please contact the HR team at hr@earthwatch.org.uk ahead of the application deadline.