

Project Coordinator - Greener Greenhill

Greener Greenhill is seeking a Project Coordinator to support the delivery of a two-year, National Lottery Awards for All (A4A) funded programme of practical environmental activity across Greenhill, Lowedges, Jordanthorpe and Batemoor. The programme brings people together to care for local nature through hands-on action, learning and community-led activity.

This is a flexible, community-based role, ideal for someone organised, proactive and rooted in their local area.

Role Overview

The Project Coordinator will coordinate the delivery of a wide-ranging programme including Repair Cafés, green space improvements, outdoor activities and educational sessions. The role acts as the central point of coordination, ensuring activities run smoothly, volunteers are recruited and supported, and the programme grows through local involvement.

The role is designed with flexibility in mind. Hours can vary across the year, with potential for increased activity during the summer and reduced hours in winter, in line with programme delivery.

Key Details

- Contract length: 2 years (minimum commitment: 12 months)
- Hours: 150 per year (approx. 3 hours per week on average)
- Rate: £20 per hour
- Location: Remote with activities in Greenhill, Lowedges, Jordanthorpe and Batemoor
- Working pattern: Flexible, including some evenings and weekends
- Reporting to: Lindy Stone, Greener Greenhill Coordinator
- Ideal candidate: Based in or closely connected to the B JL area

Purpose of the Role

To coordinate and support the delivery of a National Lottery-funded community programme that enables local people to connect with nature, build skills which support sustainability and take practical action to improve their neighbourhood.

Key Responsibilities

- **Programme coordination** - In line with the project framework working alongside the Greener Greenhill steering group, plan and coordinate a calendar of activities across the four programme strands, ensuring sessions are well-organised, appropriately resourced, and delivered safely.
- **Volunteer support** - Recruit, communicate with and support volunteers, enabling participation regardless of experience and building confidence over time.

- **Event delivery** - Support and attend activities such as Repair Cafés, planting days, workshops and outdoor sessions, ensuring a positive experience for participants.
- **Partnership working** - Liaise with local organisations, groups and venues including libraries, schools and community spaces to support delivery and strengthen local networks.
- **Communications and promotion** - Promote activities through clear and accessible communications, including social media, posters and local channels.
- **Monitoring and learning** - Gather feedback from participants and volunteers to inform learning and support ongoing programme improvement, including requirements linked to Lottery funding.
- **Administration** - Maintain accurate records of activity, attendance and expenditure, supporting basic reporting requirements for the funded programme.

Person Specification

Essential

- Strong organisational skills and ability to manage multiple tasks
- Clear and friendly communication style
- Ability to work independently and manage flexible hours
- Interest in community, environment or sustainability
- Comfortable using basic digital tools (email, social media, simple documents)
- Connection to or understanding of the local area

Desirable

- Experience supporting community projects or events
- Experience working with volunteers
- Interest in repair, gardening, outdoor learning or environmental activity
- Local knowledge and networks in Greenhill, Lowedges, Jordanthorpe or Batemoor

Personal Attributes

- Reliable and self-motivated
- Approachable and community-focused
- Practical and solutions-oriented
- Flexible and adaptable as the programme evolves

This is a chance to play a hands-on role in a locally rooted, Lottery-funded programme that turns community energy into practical action, strengthening both local green spaces and the people who care for them.