

BRISTOL CLIMATE & NATURE PARTNERSHIP

Senior Project Coordinator:
Community Climate Action -
candidate information pack



LET'S TRANSFORM THE REGION. FAST. FAIRLY. TOGETHER.

Thank you for your interest in the Senior Project Coordinator (maternity cover), Community Climate Action role at Bristol Climate & Nature Partnership (the Partnership).

The Partnership brings together its 1,300+ member organisations to take action towards a zero carbon, nature-rich and social just future for our city and region.

We connect policy makers, the public sector, local businesses, charities, communities and underrepresented groups.

Helping them design and implement their own responses to the climate and nature crises — in a fast, fair and interconnected way.

You will be joining a passionate, ambitious, creative and supportive team, that is committed to creating positive change.



Find out more about the work we do [on our website](#) and in our latest [Annual Review](#).

VISION AND VALUES

Our vision is a zero carbon, socially just Bristol where all our communities and nature thrive.

Our values are:

- * Impact: we are committed to making change happen
- * Collaboration: we love working together
- * Courage: we hold hope and discomfort
- * Wellbeing: we work sustainably

Our Theory of Change can be viewed [here](#).

OUR PLANS FOR 2025 - 2027

From 2025–27 the Partnership will work collaboratively across Bristol and the West of England to catalyse a fast and fair transition to a resilient region.

We remain committed to and informed by our work towards our vision of a zero carbon, socially just Bristol where our communities and nature thrive.

By expanding our efforts to facilitate collaborative action to a regional level — we believe our city and region's progress can be advanced, in turn accelerating the UK's fast and fair transition.

Our 2025–2027 strategy can be viewed [here](#).

ABOUT THE ROLE

- * **Contract:** Fixed term maternity cover (10 months) with possibility to extend to 12 months
- * **Role:** 0.8 FTE (28 hours per week). Days of the week are flexible, but the post holder needs to be available on Wednesday.
- * **Salary:** £31,500 –£33,500 pro rata (based on experience)
- * **Interviews:** 19 or 20 May in central Bristol. If a second stage interview is required, this is likely to take place week commencing 26 May.
- * **Deadline for applications:** 9am on Tuesday 6 May
- * **Preferred start date:** Tuesday 1 July 2025

DIVERSITY AND INCLUSION

We value diversity and believe that a diverse mix of perspectives will help the Partnership achieve its best work.

We are aiming for our organisation to better reflect the city and region we represent and encourage applications from those belonging to marginalised or underrepresented groups.

The Partnership is committed to making adjustments for people who face barriers.

If you would like to discuss this in relation to either your participation in the recruitment process or in the role, please contact us at recruitment@bristolclimatenature.org.

ABOUT THE ROLE

The Senior Coordinator will play a key role in delivery of the Community Climate Action (CCA) Project, whilst the project's existing Senior Coordinator is on maternity leave.

The Community Climate Action Project is an ambitious, citywide programme funded by the National Lottery's Climate Action Fund. It demonstrates the important role communities can play in achieving the city's climate and nature ambitions, whilst also improving people's quality of life.

The Senior Coordinator will collaborate with over 20 community-based organisations, strategic partners and climate, nature and equity partners — working closely with the Head of Community Partnerships to provide central coordination for the project.

Day to day activities will include liaising with project partners to keep track of activities, organising meetings, facilitating project activities (events, workshops, commissioned work), working with the communications team to develop materials and content to reach a wide range of audiences, supporting monitoring and evaluation, and connecting with other city-wide and regional strategic projects that enhance or bring new opportunities for the delivery of CCA plans.

The successful candidate will have experience of working with the voluntary, community and social enterprise (VCSE) sector, will bring awareness and sensitivity to manage the needs of a community-led project, identifying synergies that bring the maximum benefit to the communities who are at the heart of this project along the way.

This post is offered on a fixed term basis, to provide maternity cover.

MAIN RESPONSIBILITIES

- * Lead project coordination e.g. developing processes and ensuring the project's deliverables and timelines are understood and well communicated, in line with our Ways of Working Together.
- * Organising and facilitating regular meetings for stakeholders across the project; ensuring information is readily and easily accessible by partners and stored in line with GDPR.
- * Lead coordination and delivery of specific strands of activity connected to the project e.g. planning workshops, learning and mentoring activities and panel sessions, liaising with project partners on delivery and reviewing quarterly reports, consolidating and disseminating learnings, and providing support to the Climate & Disability strand of the project (working alongside Associates).
- * Support Communications Manager with the implementation of project's communication strategy and create resources and other project content for website, newsletter and campaigns that celebrate the project and it's partners showcase its collective progress and impact
- * Support financial administration and processes for the project, including reporting on project spend and cash flow, invoicing and expenses.
- * Helping partners contribute to monitoring and evaluation frameworks that demonstrate impact, and identifying risks to delivery or challenges arising during the course of the project.
- * Support the Head of Community Partnerships and other colleagues to identify opportunities and make connections between this project and Bristol Climate & Nature Partnership's other work, providing regular updates for local and/or national stakeholders and deputising for Head of Community Partnerships when necessary.

WHO WE ARE LOOKING FOR

Person specification

- * At least three years' programme/project coordination or management experience.
- * Experience of working closely with communities and/or developing projects that recognise communities' needs and priorities.
- * Experience of budget management and reporting.
- * Monitoring and evaluation skills, with experience of managing data and producing reports.
- * Experience of managing relationships with diverse stakeholder groups and facilitating key decisions collaboratively.
- * Experience of planning and successfully delivering a range of accessible and inclusive events and meetings.
- * Knowledge of diversity, equity and inclusion principles and how to apply them in practical ways.
- * Strong organisational skills and ability to multitask across a range of activities to meet deadlines.
- * Able to work use initiative and work independently and as part of a team.
- * Effective and inclusive communication skills to engage a diverse range of audiences, using a range of approaches.
- * A good understanding of the interconnections between climate, nature and social issues.
- * Able to use IT systems including Microsoft 365 and MS Teams.

BENEFITS

Our organisation aims to create an inclusive working environment where all employees have the space to learn, share, and grow.



Benefits include:

- * Company Healthcare Cash Plan and Employee Assistance Programme
- * Two team wellbeing half days each year
- * Cycle to Work scheme
- * Climate Perks scheme, offering paid 'journey days' to staff who travel on holiday by train, coach or boat instead of flying
- * Training and development opportunities and collaborative working groups



Employees benefit from a flexible approach to working and there is scope to work remotely by agreement.

However, some office-based working in our central Bristol office will be important (particularly on Wednesdays), and the post holder will need to attend regular in-person events and meetings, including some early morning events.

HOW TO APPLY

To apply for the role please complete [this form](#) in any of the following ways:

- Download and complete the form, then return to us by e-mail to recruitment@bristolclimatenature.org.
- Print and complete the form, then return to the following address by post or drop it off at the Spear House reception.

Bristol Climate & Nature Partnership,
Spear House,
51 Victoria St,
Redcliffe,
Bristol
BS1 6AD

If returning the form by e-mail, please attach it as a word document i.e. a ‘.docx file’ rather than a PDF. This helps us when anonymising the applications ahead of shortlisting, to minimise unconscious bias affecting the process.

If this method of applying for the role isn’t accessible to you, please contact us to discuss alternative options on recruitment@bristolclimatenature.org or 07508 482110.

The deadline to apply is 9am, 6 May.

If you have any questions or would like an informal discussion about the role, please email recruitment@bristolclimatenature.org with your phone number. We will aim to get back to you within 3 working days.