

This is a fantastic opportunity for you to help deliver an ambitious environmental initiative working with Abbey People as part of a project partnership lead by The Cambridge Nature Network. The partnership has secured a grant from the National Lottery Community Fund for a River Cam Climate Action Through Nature Project and you will use your environmental and community engagement experience to help us to deliver an exciting programme of activities in Abbey Ward, Cambridge.

The role will be working in conservation and greenspaces projects within a community environment, with a focus on volunteering and interacting with members of the public. The ability to multitask and meet needs of the public is essential to the position.

The role will be based in Cambridge, and you will be part of a small, friendly team that is passionate about community engagement.

Salary: £26 – £29,000 - Full time (flexible working / job share considered). Fixed term until August 2025.

Benefits include a 35 hour full time week, flexible working hours, hybrid working, 25 days holiday plus bank holidays, car or bike parking on site.

Objectives of this Role

- Lead the Abbey People ‘Sustainable environment’ thread of our work, engaging a range of volunteers in greenspaces projects and developing an ongoing calendar of community conservation events
- Lead our Coldham’s Brook and Barnwell Verge Projects, liaising with partners, running volunteer workdays and carrying out monitoring and grant reporting
- Developing a portfolio of Carbon & Climate Crisis intervention projects, including repair cafes, a network of community climate champions, sustainable energy and warm homes work
- Work with the CEO to ensure Abbey People is represented within Climate and Sustainability conversations across the city and wider region

Responsibilities

- Develop a series of annual events and workdays across the projects and greenspaces managed by Abbey People, including weekly volunteering sessions at the Community Allotment & Margaret Wright Community Orchard (together with the Green Team volunteers)
- Ensure all grant requirements for grants within postholders portfolio are met & monitoring and reports are completed.

- Represent Abbey People in meetings relating to sustainability and climate change across the city and wider region
- Identifying and completing relevant grant applications.

Skills and Qualifications

- Excellent written and verbal communication skills - essential
- Excellent time-management skills and multitasking ability - essential
- Conservation and / or gardening knowledge / experience - desirable
- Experience of volunteer engagement, event management, risk assessments - essential
- Grant writing / delivery to grant outcomes - desirable
- An understanding of Microsoft Office, with aptitude to learn new software and systems, including CRM software
- A connection to the Abbey Ward in Cambridge is desired.

The role involves gardening and outdoor conservation work, so the post-holder needs to be able to lift and carry tools, carry out light gardening activities and lead walks over uneven surfaces.

Equality and Diversity is very important to us, and we welcome applications from people with protected characteristics, please contact us with any queries or to discuss reasonable adjustments, or if you would like to tell us about your suitability for this role in another way.

Please apply with a CV and covering letter which sets out your suitability for the role and why you are as passionate about community as we are, by email to admin@abbeypeople.org.uk.