

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 ideal person for the job will be a problem solver with good communication skills, strong attention to detail and experience of project or programme management and budget control of budgets above £150k.

The role will be working in conservation and greenspaces projects in 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 Abbey Ward, and you will be part of a small, friendly team that is passionate about community engagement.

Salary: £36,000 - £39,000 - Part-time (1 day per week – 7 hours). Fixed term – until end August 2025.

Benefits include flexible working hours, hybrid working, 25 days holiday plus bank holidays, car or bike parking on site.

Objectives of this Role

- Oversee the Abbey People ‘Sustainable environment’ thread of our work, ensuring that all grant requirements are carried out for a range of grant funders
- Work with the Sustainability and Green Spaces Coordinator to oversee a portfolio of conservation, carbon and climate crisis intervention projects and carrying out monitoring and grant reporting
- Oversee the budget for the ‘Sustainable environment’ thread and work within the Abbey People Financial policies and with the Office Manager to ensure projects are delivered to time and on budget
- Work with the CEO to secure funding for the ‘Sustainable environment’ thread of our work, including grant writing and corporate sponsorship.

Daily and Monthly Responsibilities

- Work with the Sustainability and Greenspaces Coordinator to oversee deliverables for a series of annual events and workdays across the projects and

greenspaces managed by Abbey People, including ensuring necessary volunteers are recruited and timetabled

- Project management including developing detailed timelines for project and grant outcomes, budget tracking, resource planning and stakeholder and partner monitoring
- Budget management for the Sustainability and Greenspaces Budget, working purchasing, invoicing and bills are paid within our financial policies
- Monthly and quarterly internal and external project reporting and financial reporting
- Ensure all grant requirements for grants within postholders portfolio are met & monitoring and reports are completed, including compiling case studies and testimonials
- Identifying and completing relevant grant applications.

Skills and Qualifications

- Excellent written and verbal communication skills
- Budget management experience above £150,000
- Ability to provide clear examples of delivering a programme of activities on-time and to budget
- Project or Programme management qualification (desirable)
- Excellent time-management skills and multitasking ability
- Conservation and / or gardening knowledge / experience
- Experience of volunteer engagement, event management, risk assessments
- Grant writing / delivery to grant outcomes
- 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.

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.