



The
Wildlife
Trusts

PROGRAMME COORDINATOR

NATURALLY CONNECTED YOUNG PEOPLE PROGRAMME

RECRUITMENT PACK

Salary: £30,900 (£18,540 for 0.6FTE)

Location: Hybrid working with regular travel to other places of work.

Part time (21 hours per week)

Fixed Term contract until 30 June 2028



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About Us

The Wildlife Trusts are a grassroots movement of people from a wide range of backgrounds and all walks of life, who believe that we need nature and nature needs us. We have more than 944,000 members, over 38,000 volunteers, 3,600 staff and 600 trustees. There are 46 individual Wildlife Trusts, each of which is a place-based independent charity with its own legal identity, formed by groups of people getting together and working with others to make a positive difference to wildlife and future generations, starting where they live and work.

Every Wildlife Trust is part of The Wildlife Trusts federation and a corporate member of the Royal Society of Wildlife Trusts, a registered charity in its own right [founded in 1912](#) and one of the founding members of IUCN – the International Union for the Conservation of Nature. Taken together this federation of 47 charities is known as The Wildlife Trusts.

The next few years will be critical in determining what kind of world we all live in. We need to urgently reverse the loss of wildlife and put nature into recovery at scale if we are to prevent climate and ecological disaster. We recognise that this will require big, bold changes in the way The Wildlife Trusts work, not least in how we mobilise others and support them to organise within their own communities.

About You

If you are looking for an opportunity to be a part of a landmark programme bringing young people closer to nature in schools and their local communities then this could be the role for you. The Wildlife Trusts are committed to increasing the diversity of provision for young people aged 11-16, and helping them to build a lasting connection with nature to benefit their long-term health and wellbeing. As part of this journey and with funding provided by The Prudence Trust, we will be delivering a three-year programme across the length and breadth of the UK, working directly with young people experiencing the greatest levels of underservice and underrepresentation.

This role offers the chance to directly shape and support the rollout of a brand-new strategic work stream for The Wildlife Trusts. Our focus to 2030 for education and youth work is to build a bridge between our established and hugely successful delivery to early years and primary-aged children, and our emerging work with emerging adults aged 18-13. We are looking for someone with experience of supporting large-scale programmes of work with multiple partners, preferably with additional prior experience of working with secondary school settings to help us realise the full potential from this programme. Experience of the environmental sector is desirable but not essential.



About You

We are looking for a true team-player who is confident working with a wide range of stakeholders and has outstanding organisation and prioritisation skills. You will be pragmatic in your working style, with the ability to plan ahead and anticipate opportunities and challenges. You will be confident handling multiple priorities and deadlines in a calm and planned manner, with the ability to follow tightly controlled programme timelines.

You will be part of a tight and dedicated central team and will need to be self-motivated, willing to collaborate and enjoy doing this with others.

You will be a brilliant communicator, able to work across both formal and informal groups to draw conclusions and establish ways forward. In addition, you will need to enjoy working in a fast-paced environment, be resourceful, and an excellent networker.

The Wildlife Trusts value passion, respect, trust, integrity, pragmatic activism and strength in diversity. Whilst we are passionate in promoting our aims, we are not judgmental and are inclusive. We particularly encourage applications from people who are underrepresented within our sector, including people from minority backgrounds and people with disabilities. We are committed to creating a movement that recognises and truly values individual differences and identities.

RSWT take our Safeguarding responsibilities extremely seriously. Please click [here](#) to read our commitment statement. The Royal Society of Wildlife Trusts is committed to safeguarding and promoting the welfare of children and adults at risk. For applicable roles, applicants must be willing to undergo checks with past employers and Disclosure and Barring Service checks at the eligible level.

As a Disability Confident employer, we are committed to offering an interview to anyone with a disability that meets all the essential criteria for the post. Please let us know if you require any adjustments to make our recruitment process more accessible.

RSWT are committed to increasing the diversity of its staff through its Levelling the Field recruitment pledge and will put any ethnic minority applicants that meet all the essential criteria for the post through to the next stage of recruitment.

Please be aware we may not accept applications if we have reason to believe they have been wholly produced using generative AI tools.

This role will require Enhanced DBS clearance without Bar.



Job Description – Overall Purpose of the job

- To coordinate programme activities, monitoring and evaluation across the Naturally Connected Young People programme with The Wildlife Trusts.
- To lead and coordinate an effective programme of sharing knowledge, skills and resources across the Naturally Connected Young People portfolio.
- To coordinate the strategic links between the Naturally Connected Young People programme and the wider “Building the Bridge” strategic work plan.

Job Description – Main Responsibilities

Coordinate programme delivery

- Build and maintain positive relationships with key staff in identified Wildlife Trusts, ensuring activity follows performance indicators set out in individual grant agreements.
- Provide routine insights to the programme manager on delivery opportunities and challenges emerging across the programme portfolio.
- Organise and lead on programme monitoring activities such as partnership check-ins, reporting and financial claims.
- Support the programme manager in funder liaison including the provision of updates and evidence of progression against grant agreement.
- Build and maintain positive relationships with a range of internal stakeholders across RSWT including the Grants Team, Finance, People and Culture, Comms and Media, and the Executive Office

Job Description – Main responsibilities

- Work closely with the Head of Grants to update on programme milestones and insights to support with the quarterly claim and reporting process
- Work closely with the Youth Activism Manager to share opportunities and links to wider strategic youth mobilisation activities
- Act as an ambassador across The Wildlife Trusts for the Naturally Connected Young People programme, offering insights, guidance and support to reinforce the links between the programme and the wider strategic workstream of “Building the Bridge”
- Occasional national travel to delivery sites and Wildlife Trusts sites to develop relationships, build consensus of approach and collect insights and data.

Coordinate monitoring and evaluation activity across the portfolio

- Support the external evaluator with all planning and delivery logistics such as organising meetings, site visits and access to data
- Lead on the evaluation timeline, ensuring all parties, including the external evaluator, meet the required milestones and deadlines for collation of programme insights
- Coordinate and manage the routine collection of insight, stories and data from delivery partners
- Ensure information is passed to the evaluator in a timely manner
- Identify and share opportunities for additional insights and data collection through portfolio delivery

Job Description – Main responsibilities

Coordinate an effective programme of sharing knowledge, skills and resources across the Naturally Connected Young People portfolio

- Maintain updated and accurate records of stakeholders and individuals across The Wildlife Trusts involved in the programme
- Organise routine opportunities on behalf of the programme for delivery partners to share insights, resources, learning and best practice (Share, Learn, Improve)
- Monitor and assess attendance and participation, proactively reaching out to those less engaged to connect them into programme updates
- Collate and disseminate all materials and resources required for programme Share, Learn, Improve sessions
- Manage the programme space on our intranet to provide routine updates across The Wildlife Trusts federation
- Support the programme manager in collating relevant information for routine updates to the senior leadership team and CEOs across The Wildlife Trusts
- Proactively reach into Wildlife Trusts to champion the work of the programme and encourage participation
- Provide regular updates to the wider Campaigning and Communities team to inform our work across communities, including our work in formal education and with people aged 16-30

Marketing and Communications

- Organise and lead on internal programme communications
- Support the programme manager to capture, highlight and utilise stories about Trusts, programmes and individuals, providing opportunities and development support for them as part of media work, building profile (for themselves and us), and demonstrating our youth led approach.

Job Description – Main responsibilities

Coordinate the strategic links between the Naturally Connected Young People programme and the wider “Building the Bridge” strategic work plan

- Support the programme manager and Youth Activism Manager to manage the 2030 strategic “Building the Bridge” workplan and all associated updates and edits to the document
- Support the organisation of annual residential conferences for the Building the Bridge community of practice
- Manage the coordination and dissemination of all Building the Bridge updates, materials and resources
- Support the Head of Health and Education in the sharing of learning within the Health and Well Being Community of Practice.

Equality, Diversity and Inclusion

- Work with The Wildlife Trusts’ Equality, Diversity and Inclusion team, to ensure the programme’s engagement activities are inclusive and reach a diverse range of individuals and communities.

Safeguarding

- Work with The Wildlife Trusts’ Strategic Safeguarding Lead, to ensure the project’s activities are delivered in line with The Wildlife Trusts’ safeguarding policy and in a way that promotes the welfare of children and young people to keep them safe.
- Ensure issues of a safeguarding nature are reported in line with The Wildlife Trusts’ safeguarding policy, and in line with policies of the relevant learning provider

Job Description – Main responsibilities

For the organisation to work effectively you may be required to assist with other areas of work and therefore, you should be prepared to undertake other duties appropriate to the post, and any other reasonable duties required.

All staff are ambassadors for the organisation both internally and externally and are expected to act in a professional manner at all times. They are required to abide by organisational rules, policies and procedures as laid down in the staff handbook, adopt environmentally friendly working practices, set and maintain high personal standards of efficiency and customer care and foster a 'can do' culture based on ownership, initiative, teamwork and exchange of information.

Person Specification

Essential

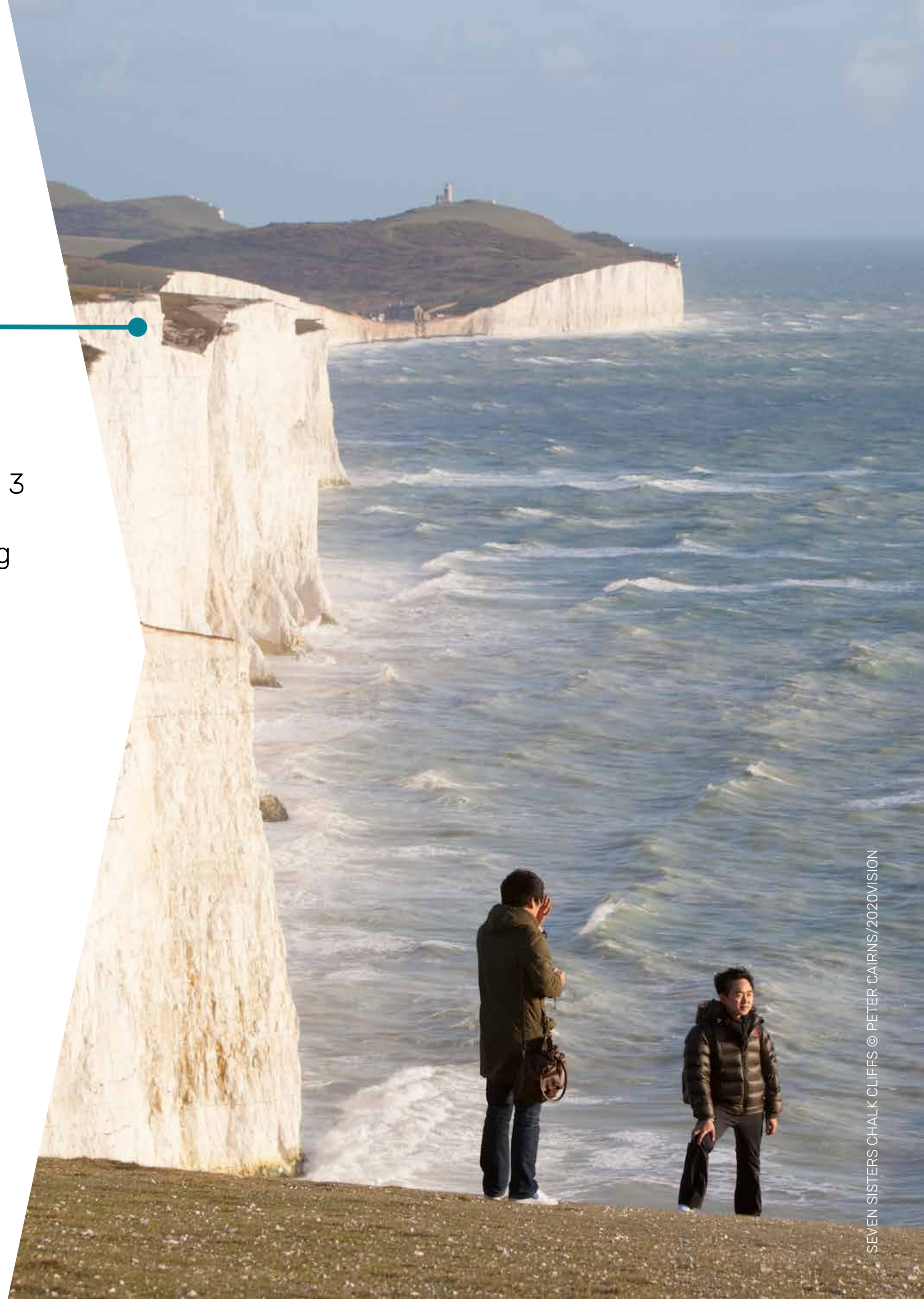
- Personal Qualities:
 - Resilient and self-motivated
 - Excellent team player
- Key Competencies:
 - The ability to work with a wide range of internal and external stakeholders and partners, including funders and evaluators
 - Professional but approachable way of working, especially when under pressure
 - Skilled administrator, able to organise and prioritise across a range of different workstreams
- Experience:
 - Proven experience of coordinating large, funded programmes with strict parameters
 - Working with multiple partners and stakeholders
- Knowledge and skills:
 - Excellent IT skills including Microsoft Office applications such as Outlook, Word and Excel, and organising and running online meetings (on any platform for but example Microsoft Teams or Zoom)



Person Specification

Desirable

- Personal Qualities:
 - Pragmatic
 - Calm under pressure
- Key Competencies:
 - The ability to persuade and negotiate in a professional setting
 - The ability to anticipate and proactively manage a range of programme milestones and deadlines
- Experience:
 - Gathering insight and data to support evaluation activities
 - Working with secondary school settings or with community groups supporting children aged 11-16
 - Convening groups to share experience, learning and best practice
 - Experience of safeguarding children and young people
- Knowledge and skills:
 - An understanding of education Key Stages 3 and 4 and the secondary school system
 - An understanding of community organising as way of working with individuals and groups





Additional benefits of working for The Wildlife Trusts

- Private medical insurance
- Electric vehicle salary sacrifice scheme
- 26 days holiday per year plus 8 bank holidays
- 4 Concessionary Days
- Non-contributory Life Assurance Scheme
- Generous pension contribution
- Charity worker discount
- Employee Assistance Programme

Closing date for applications: 13th August 2025

First interview: 27th August 2025

Second interview: 5th September 2025

