



Project Coordinator – Job Description

Salary: £24,000 per annum (FTE).

Hours: Part-time, 16 hours per week, flexible working as standard.

Location: Remote, Devon-based.

The Devon Environment Foundation channels funds to the most innovative and impactful projects that protect and restore nature in Devon. We are a branch of the Conservation Collective, a global network of local environmental charities that leverage funding, expertise, and contacts to enable grassroots projects to amplify their environmental impact.

DEF delivers tangible, nature-based solutions in Devon by funding local projects such as beaver reintroductions, regenerative agriculture, seaweed farming, mycelium and biochar soil remediation, coastal clean-ups, and much more!

Since our launch in summer 2020, we have supported a total of 41 grassroots projects awarding more than £565,000 of grants. You can see all our projects to date [here](#).

In 2023, we plan to significantly increase the number of projects we support, so we are recruiting a part-time Project Coordinator to help scale-up our impact.

We are seeking a self-motivated, organised individual with a passion for the environmental sector. The person needs to be able to work well in a small team, primarily remotely, with some Devon travel. There is potential for the role to grow as the charity grows.

Key activities will include working closely with the Executive Director, and assisting with:

- All aspects of the grant making process (exploring idea, application, review, decision, monitoring impact).
- Organising fundraising and inspirational/educational events.
- Marketing communications (website, email newsletter, social media).
- Capturing minutes at quarterly board meetings.

The person for this job will:

- Have excellent organisational and writing skills with attention to detail.
- Be self-motivated and able to work well remotely.
- Be able to represent DEF at meetings and events.
- Be comfortable with using (or learning to use) MS Office suite, Canva, WordPress, Mailchimp, Salesforce, and social media.

Apply by end of 16th January 2023 by sending a CV and cover letter to Amanda Keetley: amanda@devonenvironment.org.