



## Project Coordinator – Job Description

**Salary:** £23,000 to £25,000 per annum, depending on experience.

**Hours:** Full-time, flexible working as standard. (Part-time, 4 days a week considered).

**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 a diverse range of local projects such as regenerative agriculture training, rewilding and species reintroductions, native kelp restoration, soil and water remediation using mycelium and biochar, coastal clean-ups, and more!

Since our launch in summer 2020, we have supported a total of 66 grassroots projects awarding more than £840,000 of grants. You can see all our projects to date [here](#).

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

### **Main objectives of the role:**

1. To lead on raising awareness of DEF's impact via social media, marketing, and events.
2. To proactively identify new impactful projects we can explore supporting.

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

- All aspects of the grant-making process (project pipeline, idea exploration, grant application, review process, decision, and monitoring & communicating 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, writing, and creative 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.

### **Benefits:**

- Flexible holiday allowance.
- Private medical insurance.
- Salary sacrifice pension scheme.
- CPD opportunities.
- Saving the world!

**Apply by end of 24.6.24 by sending a CV and cover letter to: [amanda@devonenvironment.org](mailto:amanda@devonenvironment.org).**