

Role Profile: Project Coordinator - Future Voices for Nature (Part-time)

Funded by The National Lottery Community Fund

Post Title:	Project Coordinator - Future Voices for Nature
Location:	Faldonside House, Melrose, TD6 9BG and working across Scottish Borders, Scotland
Reports to:	Chief Executive Officer, Bright Green Nature
Hours of Work:	0.6 FTE (3 days per week)
Salary:	£24,960 per annum (£14,976 pro-rata)
Duration of contract:	Fixed term contract until 30th September 2027
Holiday entitlement:	28 days plus UK statutory holidays (17 days pro-rata).

Our Origins, Mission and Strategic Objectives

Bright Green Nature was founded in 2022, motivated by:

- (i) The ability to empower people, all people, to be able to contribute to the mitigation of biodiversity loss and climate change, through restoring healthy functioning ecosystems
- (ii) Restoring and protecting our natural world, our biodiversity and our heritage
- (iii) Making the world a safer and more stable place for the next generation

Bright Green Nature is a Scottish Charitable Incorporated Organisation, No. SC051628

Our **Mission** is to:

“To protect, restore and connect natural ecosystems, to provide and facilitate development of nature-based knowledge, skills and wellbeing to people, and to connect communities with their natural and cultural heritage”

Our **Strategic Objectives** are as follows:

- 1. Restoring and protecting the health and resilience of natural ecosystems and constituent biodiversity**
 - Restoring, protecting and connecting habitats to conserve and improve abundance and resilience of native biodiversity
 - Restoring and protecting ecosystem function, health and resilience
 - Supporting and conducting research into ecosystem restoration practices; dissemination and interpretation of results

2. Connecting and engaging people with Nature

- Connecting and engaging people with Nature so that they are motivated to protect it
- Making Nature accessible to all; reaching new audiences through using Nature to connect with people in innovative ways
- Connecting people with their natural and cultural heritage to understand its importance in shaping how we understand Nature and how we live with Nature in the future in a changing climate
- Empowering communities and individuals to learn new Nature based skills and knowledge, to improve wellbeing and employability

For more information, see www.brightgreennature.org

Young Start

Young Start aims to create opportunities for Scotland's children and young people aged eight to 24 to help them realise their full potential. Young Start is a grants programme run by The National Lottery Community Fund, which distributes money from dormant bank accounts. Dormant accounts are deposits of money in bank and building society accounts where there has been no activity for 15 years or more.

The Future Voices for Nature programme

Funded by The National Lottery Community Fund, Future Voices for Nature is an ambitious youth-led programme supporting young people aged 8-24 across the Scottish Borders to build confidence, develop skills, improve wellbeing and strengthen their connection with nature and their local communities. Through outdoor learning, environmental action, volunteering, leadership opportunities and creative projects, young people will be supported to develop friendships, have their voices heard and play an active role in shaping the programme.

The programme will provide training and development opportunities across a broad range of areas, including nature restoration, biodiversity and conservation, communications, digital media, campaigning and advocacy. Young people will also have access to recognised accreditation and an innovative youth leadership programme designed to build confidence, skills, networks and aspirations, helping them prepare for further education, training, volunteering and employment.

Future Voices for Nature places particular emphasis on engaging young people who may experience social isolation, face barriers to participation or have limited access to opportunities. By combining practical experience, peer support, leadership development and meaningful youth participation, the programme aims to empower young people to become active contributors to their communities and champions for nature.

The programme is intended to form the foundation of a longer-term engagement pathway, supporting young people to reconnect with nature, develop transferable skills and pursue future education, training and careers within the environmental sector and wider green economy.

Purpose of Project Coordinator role

The Project Coordinator will lead the delivery of our Future Voices for Nature programme.

The post holder will work directly with young people, volunteers, educational establishments, families, communities and organisational partners to create engaging opportunities that improve confidence, wellbeing, social connections and life skills. They will ensure young people are at the heart of the project, supporting them to shape activities, influence decisions and develop leadership skills.

As part of a small charity team, this role is varied and hands-on. The Project Coordinator will be responsible for supporting young people, coordinating activities, recruiting participants, supporting volunteers, building partnerships, monitoring outcomes and ensuring activities are delivered safely and effectively.

Key Responsibilities

Supporting Young People

- Build positive, trusting relationships with young people.
- Support young people to participate fully in project activities and opportunities.
- Encourage young people to develop confidence, leadership skills and independence.
- Ensure young people's voices are always heard and reflected in project planning and decision-making.
- Facilitate Youth Steering Group meetings and other youth-led activities.

Project Delivery

- Coordinate and deliver a range of nature-based, educational and community activities.
- Support the development of volunteering, training and mentoring opportunities.
- Support the development of the Youth Leadership programme.
- Organise events, workshops, visits and outdoor learning sessions.
- Ensure activities are inclusive, accessible and welcoming to all participants, whatever their background or abilities.
- Work flexibly to meet the needs and interests of young people.

Recruitment and Engagement

- Promote the project across schools, youth services, community groups and local networks.
- Develop effective approaches to engage young people who may be isolated or underrepresented.
- Maintain participant engagement and identify barriers to participation.
- Support families and carers to understand and engage with the project where appropriate.

Partnership Working

- Build and maintain strong relationships with local organisations and delivery partners.
- Coordinate partner involvement in activities, placements and learning opportunities.
- Represent the charity at meetings, events and community forums.

Monitoring and Evaluation

- Collect participant feedback, attendance records and outcome data.
- Help measure changes in confidence, wellbeing, skills and social connections.
- Gather case studies, stories and evidence demonstrating project impact.
- Contribute to reports for funders and trustees.

Safeguarding and Wellbeing

- Ensure safeguarding policies and procedures are followed at all times.
- Support the wellbeing and safety of young people participating in activities.
- Undertake risk assessments and maintain appropriate records.
- Respond appropriately to any safeguarding concerns.

General Responsibilities

- Support volunteers and third parties involved in project delivery.
- Maintain project records and administrative systems.
- Contribute to the wider work of the charity.
- Promote equality, diversity and inclusion in all aspects of the role.

Person Specification

Essential

- Experience working with children and young people.
- Excellent communication and interpersonal skills.
- Ability to build positive relationships with young people, families and partners.
- Strong organisational skills and ability to manage a varied workload.
- Commitment to youth participation and inclusion.
- Good understanding of safeguarding responsibilities when working with young people.
- Ability to work independently and as part of a small team.
- Commitment to the values and aims of the organisation.

Desirable

- Youth work, community learning, education or outdoor learning experience.
- Experience delivering community or grant-funded projects.
- Knowledge of issues affecting young people in rural communities.
- Experience working with neurodivergent young people or those facing additional barriers.
- Experience of volunteer support and coordination.
- Full driving licence and access to transport.

Safeguarding and Equal Opportunities Statement

Bright Green Nature are committed to safeguarding and promoting the welfare of children, young people, and protected adults. Where a role involves relevant contact or responsibilities, the successful candidate will be required to undertake appropriate safeguarding training and membership of the Protecting Vulnerable Groups (PVG) Scheme, in line with statutory requirements and Disclosure Scotland guidance.

We are an equal opportunities employer and welcome applications from all suitably qualified candidates regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. All recruitment decisions are made on the basis of merit and role requirements.