



## Conservation Collective – Network Coordinator

- Hours: preferably FT Mon – Fri 9am – 5pm but remote and flexible working is promoted
- Salary: £28,000 p/a. Annual pay increase in line with cost-of-living rises, and annual pay review
- Start date: January 2024
- Location: Remote, ideally close to, or with easy access to, London to attend regular meetings and events
- Line manager: Network Director
- Working closely with: Executive Director, Finance Manager, Comms Manager, Trustees & Founder

**Application deadline December 13<sup>th</sup> sending a CV and cover letter to [beckym@edelweissr.co.uk](mailto:beckym@edelweissr.co.uk)**

---

*Are you an organised, proactive and confident person, with great attention to detail who is passionate about the environment? Great, you're in the right place then, read on.*

---

The Conservation Collective (CC) funds solutions to protect the environment, restore nature, and safeguard against climate change. The CC UK charity is a network which incubates, launches, and supports local foundations to channel new streams of environmental funding to support the most impactful grassroots projects.

Environmental philanthropy faces two key challenges: persuading more people to direct money to the biggest issue of our time, and getting that money to the most effective environmental initiatives. We have a proven and winning formula for both. Our growing network has already raised and distributed millions of pounds, and we're just getting started...

As the demand for our model increases around the world, our growing team is looking for an organised Network Coordinator to support us. The role will report to the Network Director, and will work closely with the rest of the team, supporting them all with elements of their day-to-day work.

- Supporting CC to deliver network benefits to local foundations
  - Support creating our internal newsletter
  - Managing Slack channel users and overseeing system use
  - Organising our network resources shared folders ensuring everything is up to date and materials are easy to find
  - Tracking and analysing engagement of our knowledge-sharing support (webinar attendees and follow-ups)
  - Coordinate The Collectives Awards application and nomination process as well as the ceremony itself
- Day-to-day CC team support
  - Helping to arrange regular governance meetings, both internal and external.





- Systems tidying, up to date and well managed (Sharepoint, Salesforce etc.)
- Travel and team meeting booking and coordination.
- Coordinating regular events with the rest of the CC team – this will require involved in everything from planning (invite design, guestlists), promotion (social media and email), logistics (guestlist, budgets, schedules and travel) and follow-ups from events ranging from:
  - external fundraisers,
  - in-person networking and
  - online knowledge-sharing events, and
  - monthly internal webinars.
- HR: Supporting Network Director with people management
  - including arranging appraisals, tracking contracts/review periods
  - overseeing support from outsourced HR consultants
  - supporting with onboarding and exit processes of staff members

**The ideal candidate will be:**

- A strong administrator with great attention to detail
- Able to work independently and remotely
- Organised, pro-active and confident
- A self-starter who demonstrates strong initiative
- Able to work in a fast paced and varied environment
- Able to confidently balance the needs of many different stakeholders simultaneously
- Passionate about nature and the environment

**And will have the following skills:**

- Fluent in Salesforce database and systems management
- Comfortable with using (or learning to use) MS Office suite, Canva, Trello, Mailchimp, Insta, Facebook, X, LinkedIn, WordPress, Salesforce, Xero, GoDaddy, Stripe.
- Basic budget management experience preferable
- Experience in event management

**Benefits:** being part of a dynamic, creative, and growing team working to amplify the impact of local grassroots environmental work

- Flexible working as standard (hours and location)
- Unlimited holiday allowance
- Private medical insurance
- Discretionary annual bonus
- Salary sacrifice pension scheme
- CPD opportunities
- Possible travel in the UK and internationally
- Saving the world!

