

Project Manager

Projects: Resilient Communities In the Loop, Hammersmith & Fulham, Camden & Brent

Job Title: Project Manager

Date: Sept/Oct 2026 - Apr 2027 (high chance of job extension)

Location: 3Space, 37 Warren Street, London W1T 6AD & White City

Hours: 3 days per week: 2 days in H&F, 1 day in Camden & Brent

Pay: £18 p/h

Contract type: Freelance Contractor

About the role:

Think&Do London is at a pivotal point in our growth journey. We started as a small climate not-for-profit working solely in the borough of Camden and have now expanded to work in other boroughs: Brent, Westminster and Hammersmith & Fulham.

This role will be responsible for successfully managing the delivery of this key project on time and on budget. The project you will be working on will be: Resilient Communities: [In the Loop \(ItL\)](#)

The ItL project started in Primrose Hill in Camden and is now expanding to other locations in Camden, Brent, and into Hammersmith & Fulham (H&F) in the White City Area.

ItL is a Resilient Communities circular economy project, creating behavioural change through more sustainable living practices such as street swaps, fixing, mending and repairing, 'lifecycle of a toy' assemblies, school toy swaps, and workshops exploring critical minerals in phones.

Our focus with these projects is to ensure we deliver long-term outcomes rather than just short-term outputs.

Evolving Resilient and Circular Communities are now key themes within London Borough Council Climate Action Plans.

Role KPIs:

- Project pre-planning by closely managing timescales and ensuring all stakeholders are mapped and fully briefed before the project commences
- During project - ensuring all milestones are delivered on time, and all stakeholders are delivering on their tasks
- Budget management - making sure we are sticking to our budget throughout and keeping the budget tracker updated
- Expanding the project's impact to advance the goals of our Theory of Change

You will report to the Head of Projects & Business Development, Ned Collier, and work closely with him to deliver these KPIs, as well as to Nicole Vieira, our Senior Project Manager. You will also be working and reporting to our Founder and Head of Imagination and Debbie Bourne.

Essential requirements

- Ability to multi-task and work in a fast-paced environment

- Extensive experience in successfully delivering community-led climate action projects
- Interest in and passion for climate justice/action, the circular economy, and developing community leadership
- Excellent project management skills
- Good IT skills, familiarity with Google Workspace, Microsoft, and Canva
- Excellent use of written and spoken English
- Attention to detail
- Willingness to be on a work WhatsApp group

Desirable requirements

- Experience in working with London communities
- An understanding of the circular economy

Personal Attributes

- Friendly and welcoming
- Ability to multitask and work in a fast-paced environment
- Willingness to learn
- Ability to work autonomously and as part of a team
- An inclusive and kind way of being

Requirements

- Ability to work in the office, but occasional working from home is permitted
- Using your own laptop

About Think & Do:

Think & Do is a climate and social action organisation based in Warren Street in the London Borough of Camden. We work on a range of projects across London which tackle environmental and social issues. In our work, we focus on imagination as a key driver of finding solutions and aim to work on projects that include an element of fun, bringing joy to the communities we work with and to ourselves.

Our Mission

To co-create and deliver projects which build resilience and equip communities with skills, confidence and resources to take action against climate and social injustices from the ground up.

Our Vision

Our vision is a London of connected, resilient communities where residents most affected by climate and social injustice have the resources and opportunities to collectively lead the change their neighbourhoods need.

Our Theory of Change

We are working towards breaking the systemic barriers that prevent residents from leading the change their neighbourhoods need. We are building an evidence base that demonstrates how projects grounded in lived experience and local and cultural knowledge, coupled with the sharing of power, can become longer-term solutions that lead to systems change.

If you are interested in applying, please email Ned at: ned@thinkanddolondon.org.uk