



### **About Planet Patrol:**

Our vision is a world where all beings can enjoy our waterways, free from pollution. We are a global community dedicated to placing people-powered environmental data at the heart of decision-making. Through our unique anywhere, anytime, anybody approach to citizen science, we gather critical evidence of water and litter pollution to drive solutions that protect both environmental and human health. Our data and citizen science methods have been featured in academic journals (Stanton, et al., 2022) and media investigations (Channel 4 and ITV), enhancing public and scientific knowledge of litter pollution.

We are now at a pivotal moment of growth and evolution. This means you must thrive in a start-up environment and have a can-do attitude to problem solving. You'll be one of only a handful of employees and a team of excellent freelancers. This is a great opportunity to really shape the organisation and our impact. Whilst this role is fixed term, we hope to secure enough funding to make the role permanent.

### **Community & Events Co-ordinator**

**Role details:** Remote with travel expected regularly around the UK and potentially abroad on occasion.

**Salary:** £28,000 FTE

**Hours per week:** 30 hours (4 days per week)

**Terms:** One year fixed term contract with the potential to become permanent based on funding.

#### **Overview:**

We're seeking a dedicated Community & Events Co-ordinator to lead and nurture our vibrant network of volunteers—our "Community Guardians"—who serve as local advocates and citizen scientists. In this role, you'll be the driving force behind volunteer engagement and training, ensuring our Community Guardians are well-equipped to collect vital environmental data and champion our mission in their local communities. You will also forge strong relationships with our Reps, trusted partners who deliver regular activity-based litter picks and water quality testing, and support the organisation of inspiring events that connect communities, public audiences, and brand partners. If you're a people person, with great project management skills and a love for travel - this could be the perfect role for you!

### **Key responsibilities:**

- **Volunteer Engagement:** Develop, manage, and inspire a dynamic community of volunteers. Ensure that Community Guardians and Reps feel supported, valued, and equipped to drive local change.
- **Partnership & Rep Management:** Collaborate closely with our Reps to plan and execute high-quality events. Provide guidance to ensure every event reflects Planet Patrol's mission and delivers tangible impact.
- **Event Co-ordination:** Organise and manage corporate and community events from conception to execution. Utilise strong project management skills, working closely with the Partnerships Manager where appropriate, to oversee logistics, budgets, and outcomes.
- **Communications:** Represent Planet Patrol at events and through our digital platforms. Share the impactful stories of our Community Guardians and Reps, enhancing public engagement and amplifying our message.
- **Performance Monitoring:** Track and report on community engagement initiatives, using data and feedback to refine strategies and ensure ongoing success.
- **Administrative Support:** Maintain up-to-date volunteer records in our CRM and ensure compliance with GDPR. Provide comprehensive administrative support to the wider team.

### **Role requirements:**

- A natural people person with proven experience in coordinating community-based activities.
- Strong project management and organisational skills, with the ability to juggle multiple projects and meet deadlines.
- Passion for environmental causes, particularly in reducing pollution and protecting waterways.
- A commitment to diversity, equality and inclusion.
- Demonstrated ability to build partnerships and networks within local communities.
- Willingness to travel regularly across the UK and abroad to engage with volunteers and partners. Some weekend working required.
- Legal right to work in the UK without visa sponsorship.
- A full UK driving license would be preferred.

### **What We Offer:**

Planet Patrol values collaboration, innovation, and a healthy work-life balance. That's why we're proud to be a 4-day week employer. We offer a flexible, remote working environment, paired with regular opportunities to connect as a team. We're a vibrant, mission-driven non-profit that supports professional growth, alongside wellbeing. We

offer a generous annual leave package, your birthdays off and encourage you to get out into nature whenever possible.

**Please submit your CV and covering letter, highlighting your suitability for the role, via Charity Jobs. Applications close on midnight **Sunday 16 March**. First stage interviews will be held on **Thursday 20 March**.**

Find out more at <https://planetpatrol.co/>