

Project Officer – CAG Devon

Role: Project Officer – CAG Devon

Salary: £23,500 - £27,000 per annum (depending on experience)

Contract: 37.5 hours per week, to end March 2026 fixed term (with possible two-year extension subject to funding)

Location: Devon (based in and around the county with some home working)

About Resource Futures

Our vision is to create a sustainable world delivered through environmental consultancy and community action. We work collaboratively with governments, businesses and the third sector to help speed up the transition to a circular economy and manage resources and waste in a more sustainable way.

We are non-profit-distributing and have a close-knit team of 50+ trusted employees who collaborate across various areas of the business. Our multi-disciplined and connected approach sets us apart from the competition and enables us to build robust solutions that have a meaningful impact in the world.

We are passionate not only about what we do but how we do it, and we're proud to be a part of the global B Corp movement to use business as a force for good. Employee-owned and independent, we're all about helping each team member grow, and together striving towards our goal of a creating a sustainable world. We are [ranked in the top 5%](#) worldwide for all B Corps in our size group, and were named a 'Best for the World' 2021 B Corp for our company governance. Read more about [our company](#).

The opportunity

As the Project Officer, you will be supporting the smooth running and development of the Community Action Groups (CAG) network in Devon (see project [website](#)). The CAG Devon network empowers community groups to act towards a more sustainable future, focussing on the areas of waste reduction, composting, sharing, reuse and repair, community energy, biodiversity and wider sustainability. CAG Devon provides community groups with the tools and support they need to thrive such as support with insurance, guidance, and training, and opportunities for networking, collaboration and sharing skills with other groups.

You will be joining CAG Devon at an exciting time, as we have expanded in the last year to offer support across the whole county and with a wider sustainability focus. While you will be working across the county, you will have a particular focus on North Devon.

What you will be doing

Day to day project support

- Responding to enquiries from groups and other organisations.

- Co-ordinating the booking of training and events, using systems such as Ticket Tailor.
- Attending CAG events and planning meetings (including evenings and weekends where required).
- Assisting with group and event risk assessments, insurance documents and related administration.
- Creation and dissemination of guides and resources to support the projects.

Publicity and communications

- Supporting development of the CAG Devon website, ensuring it is well maintained and up to date.
- Keeping social media channels up to date, generating content and building online audiences.
- Assisting groups with effective publicity for their events, including 1-2-1 social media clinics.
- Producing a regular newsletter, encompassing news, events, funding, etc. for CAG Devon.
- Producing publicity material, news releases, stories/case studies and articles for CAG Devon.
- Occasionally speaking in public about CAG Devon and the work of its members.

Administration

- Ensuring communications with CAG groups are logged within the project database.
- Ensuring mailing lists are up to date (MailChimp, SurveyMonkey, Outlook, etc.).
- Monitoring projects, utilising tools such as Excel, SurveyMonkey and our bespoke monitoring system.
- Liaising with groups and gathering documentation as part of the membership joining process.
- Supporting with quarterly and annual reporting.
- Gathering and reporting on regular website and social media analytics data.
- Assisting the project team with any other administrative tasks that they require.

The essentials

- Knowledge of the community/voluntary sector.
- Experience of maintaining and developing websites (WordPress) and social media.
- Competent IT user, particularly Microsoft packages and web.
- Previous experience in a role in communications and/or public engagement.
- Excellent organisational and time management skills to meet deadlines.
- Good communication skills (e.g. written, verbal, presentation).
- Ability to take and edit photos/videos.
- Great people skills.
- Ability to work on own initiative and as part of a team.
- Willingness to work evenings and weekends to support community engagement (approximately one to two times a month).
- Full driving licence and access to a vehicle with the necessary business use insurance.

Great to haves

- Knowledge of sustainability issues such as resource use, waste and recycling, biodiversity/wildlife, energy and active travel.
- Knowledge of Devon and Devon communities.
- Experience of running or being actively involved with a community group.
- Experience of working with schools and/or businesses.
- Knowledge/experience of Social Enterprise Development.

Benefits

- Embedded flexi working culture.
- 25 days annual leave, plus bank holidays, each year (pro rata for part-time hours) – flexibility to work or use bank holidays for annual leave.
- One volunteer day each year (half a day for those working less than 19 hours per week).
- Enhanced maternity and paternity pay.
- Enhanced sick pay.
- Scottish Widows Ethical Series 1 pension plan – the company will match up to 7% of your contribution.
- Life assurance cover.
- Healthcare portal offering 24/7 GP access, mental health support, wellbeing advice, financial and legal guidance.
- Mental health and wellbeing group with trained mental health first aiders and responders, maintaining a focus on support for our team.
- Cycle to work scheme for all and on-site showers at the Bristol office.
- On-site charging points for electric vehicles at the Bristol office.
- Subsidised professional membership such as CIWM or IEMA.
- An opportunity to become a company member, contributing to decision making and the future of our business.
- Consultative Group – a representative group of employees providing an anonymous vehicle for employee voice, raising issues, proposing changes and engaging senior management.
- Regular line manager 1:1s and performance reviews, with opportunities to discuss and build targets that inspire and push you professionally.
- Annual training budget to ensure continued progression and development, as well as regular internal ‘Lunchtime briefs’ and other sessions to share skills and knowledge across all roles.
- Two annual team activity days, each followed by evening socials.
- Green Bristol location, surrounded by nature, and only 10 minutes’ walk to the harbourside.
- An opportunity to join a friendly, fun, professional, challenging, and supportive place to work, and a team that is collectively focused on making a positive impact.

We are an equal opportunities employer, welcoming applications from all, and we will always consider flexible working options if appropriate. We are Disability Confident and committed to recruiting, retaining, and developing people from the widest possible pool of talent. We are an accredited Living Wage employer, committed to paying a wage based on the cost of living to all of our people. In recruiting, hiring, developing, and promoting employees, we treat everyone equally irrespective of sexual orientation, gender (including sex, marital status or gender reassignment), marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, and place an obligation upon all employees to respect and act in accordance with this policy.