

Project and Development Manager, Community Impact

Salary: £32,000-£35,000 (Full time equivalent, based on 37.5 hours)

Contract: Permanent, 30 - 37.5 hours per week, flexible to meet candidate needs

Location: Bristol, with hybrid working options available

About Resource Futures

We are an employee-owned, independent, non-profit-distributing organisation with a 30-year heritage in the waste and resources industry. Our services, a blend of consultancy and community projects, are designed to realise our vision of a sustainable world, with a focus on designing out waste and pollution, keeping products and materials in use and supporting and regenerating natural systems – a world designed according to circular economy principles. We are not only passionate about what we do, but also, more importantly, about how we do it. We are proud to be a part of the [global B Corp movement](#) to use business as a force for good.

Resource Futures' roots are in community impact and our community projects inspire individuals and communities to act on climate issues. The projects we deliver are many and varied, and all enable people to play their part in reducing waste and living more circular lives. In addition to strong outcomes related to sustainability, these projects build local connections and improve community resilience.

The opportunity

This is a new role, and you will be joining the team at an exciting point in its development, as we consider how we evolve the work. You will work closely with our Community Impact Lead to support both the delivery and the development of our community work. The Community Impact work at Resource Futures is an important part of our business; it captures a number of long-term projects which are at the heart of our company. These include:

- **[Community RePaint](#)** – a national network sponsored by Dulux, which supports the reuse, remanufacture and redistribution of leftover paint.
- **[Community Action Groups Devon / Community Action Groups Somerset](#)** – countywide networks which support and empower diverse community groups to act towards a more sustainable future.
- **[Fixy Project](#)** – mobile, awareness-raising project that promotes repair and reuse messages, and also redistributes refurbished smart tech to individuals in need.
- **[Devon Waste Educators](#)** – an education project delivering workshops, assemblies, and training to promote waste reduction, resource efficiency and composting.
- **[Gloucestershire Real Nappy Project](#)** – a project promoting the cost savings and environmental benefits of using real nappies.
- **[Waste and Recycling Advisors](#)** – a long-term doorstepping project in Devon promoting recycling and waste reduction messages to local residents.

We are looking to build on our strengths and track record of delivering quality, impactful community projects. We therefore have an exciting opportunity for an experienced individual to join our Community Impact team.

What you will be doing

- **Project delivery:** Getting involved in project delivery, such as foundational research for project development and delivering workshops.
- **Project management:** Overseeing the effective delivery of projects, including reporting, and supporting the planning and set up of new projects as they come online.
- **Innovation and Development:** Supporting us to improve and expand our projects and programmes. You will also assist in identifying new projects or funding opportunities and contribute to the preparation of funding proposals. This may involve exploring options for the governance structure of this area of work.
- **Marketing and communications:** Promoting our projects, developing our external communications and acting as an ambassador for our community work.
- **Monitoring and evaluation:** We are on a journey to better capture the impact of specific projects, and the impact that our community work has collectively. You will take an active role in supporting this element of our work.
- **Partnership working:** Collaboration is key to our approach. You will liaise with existing clients and partners for project delivery, develop new partnerships to further our aims and also take part in key networking and external events.
- **Team development:** You will work closely with the Community Impact Lead to contribute to the development of the team, during our team meetings and away days. You will be comfortable managing staff, teams and subcontractors to deliver desired outcomes.
- **Day-to-day operations:** Working closely with the Community Impact Lead, HR and Finance, to support our remote project teams, problem solve issues as they arise, develop our internal systems and processes, maximise efficiencies and drive improvements.

Essential knowledge, experience, and skills

- Good level of knowledge and experience of working with the community/voluntary sector.
- Experience of collaborative partnership working
- Experience of project management, including budget management.
- Experience of fundraising, bid writing and income generation, or clear transferable skills.
- Familiarity with reporting, monitoring and evaluation processes.
- Competent IT user (e.g. Microsoft Office).
- Good people management and mentoring skills to motivate and coordinate others.
- Excellent organisational skills and the ability to juggle multiple workflows under pressure.
- Ability to be flexible, adaptable and to thrive on the challenge of working in a developing area.
- Excellent communication, influencing and relationship building skills.
- Ambitious; willing to set and meet high quality standards.

Great to haves

- Understanding of co-production and community consultation practices.
- Experience of communications and marketing.
- Experience working with local authorities and the private sector.
- Knowledge of waste, and wider sustainability issues.
- Understanding of current strategic and policy landscape in relation to reuse and repair.
- Experience of differing governance structures, such as CIOs and CICs.
- Research and evaluation skills.
- Current UK driving licence.

Benefits

- Embedded flexi working culture.
- 25 days annual leave, plus bank holidays, each year (pro rata for part time employees).
- One volunteer day each year (pro-rata for part time employees).
- A generous ethical pension plan (the company will match up to 7% of your contribution).
- Life assurance cover.
- Employee Assistance Programme, offering 24/7 GP access, mental health support, wellbeing advice, financial and legal guidance.
- Cycle to work scheme and on-site secure bike parking and showers at our Bristol office.
- On-site charging points for electric vehicles at our 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.
- Access to our Consultative Group platform – a representative group of employees that provides an anonymous vehicle for employee voice, raising issues and engaging senior management.
- Regular line manager 1:1's and performance reviews, with opportunities to discuss and build targets that inspire and push you professionally.
- Two annual team activity days, each followed by evening socials.
- 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.