

Job Opportunity: Volunteer Coordinator & Support Officer - Petersfield Climate Action Network (PeCAN)

Location: Petersfield, Hampshire (Hybrid and home working available).

Hours: Part-time (15-22.5 hours/week) Salary: £30,000 full time equivalent, pro rata for hours agreed.

Contract: to 30th September 2026 with potential to extend.

About Petersfield Climate Action Network

Petersfield Climate Action Network is an environmental charity set up by local residents in and around Petersfield, Hampshire. We were registered as a CIO (Charitable Incorporated Organisation) in December 2020, charity number 1192778.

Our mission is to help Petersfield and surrounding villages reduce their carbon emissions and protect nature, which we do by leading and supporting decarbonisation and nature projects in the community. We work with local people and organisations to help make the changes to our buildings, transport, natural environment, understanding and behaviour that our community needs to live sustainably. Our vision is for the Petersfield area to become carbon neutral as quickly as possible, given the IPPC's recommendation for carbon emissions to halve by 2030 from 2019 levels.

PeCAN is made up of its volunteers, including nine trustees and around 2000+ followers, and a small, part-time staff of 4 dedicated people.

The Role

We're looking for an enthusiastic and organised individual to join our team to oversee, develop and lead our Volunteer teams and provide operations and administrative support across the Charity. This dual role is vital to keeping our operations running smoothly and our volunteers engaged and supported.

Key Responsibilities

Volunteer Coordination

- Recruit, onboard, and support volunteers across various projects, including matching people to suitable volunteering opportunities and helping to schedule their activities.
- Ensure that volunteers have a rewarding experience, listening to them, providing feedback and valuing their contribution.

- Maintain volunteer records and schedules via our Volunteer coordination application ('Better Impact').
- Organise events for Volunteer recruitment, training and appreciation or make use of existing events, such as talks and Film nights and our Eco Café and PeCAN at the Pub events for this.
- Act as the main point of contact for all volunteer queries.
- Ensure compliance with PeCAN policies, in particular, Volunteer Policy and Health and Safety policies and procedures for all volunteering activities, and help to continually review and improve these policies and procedures where necessary
- Help to deal with enquiries from volunteers, subscribers and the general public (incl. email, phone calls and office drop ins)

Administrative Support

- Manage emails, calendars, bookings and general correspondence particularly in relation to certain projects including Eco Café, our upcoming Repair Café and other projects as agreed.
- Help to organise in-person and online events to support specific projects and build PeCAN's profile in the local community (for example, market stalls, public meetings, webinars, open house days etc.)
- Assist with grant applications and reporting
- Help to maintain the PeCAN website
- Support the Marketing and Communications Manager and contribute ideas to the monthly newsletter and social media accounts
- Maintain accurate records and filing systems

Equality, Diversity & Inclusivity

Take responsibility for upholding and complying with PeCAN's Equality, Diversity, and Inclusivity policies and for behaving in ways that are consistent with fair and equal treatment for all. PeCAN believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. PeCAN is committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation.

Data Protection

You will be responsible for ensuring that your workplace activities for PeCAN are carried out in compliance with the requirements of the Data Protection legislation especially concerning confidentiality, treatment of personal information and records management.

Right to Work

The current British and European Law states that PeCAN cannot employ a person who does not have permission to live and work in the UK. All new employees will need evidence of their right to work including evidence of settled status, pre-settled status or a valid visa.

Disclosure Service Certification from the Disclosure and Barring Service (DBS) may be required for this role in relation to projects involving young people and schools. If so, this will be arranged for you by PeCAN. Further information about the Disclosure and Barring Service is available from the DBS website at:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

About You

We're looking for someone who is:

- A “people person” who enjoys interacting with others and cares about the environment.
- A confident communicator with people of all ages and backgrounds.
- Experience in administration and/or volunteer coordination would be a benefit.
- Highly organised with strong attention to detail.
- Comfortable using Microsoft Office (Word/Excel/PowerPoint) and basic systems.
- Reliability and integrity, together with an enthusiastic and positive attitude.
- Able to cultivate effective relationships with a wide range of people, based on trust and mutual respect.
- Flexibility to adapt to changing project conditions and unforeseen challenges.
- A strong sense of environmental ethics and a commitment to promoting regenerative and responsible practices in all activities.
- A Self-starter who is comfortable working on their own or within a small team and driving forward process improvement and change without the need for constant supervision.

What We Offer

- Flexible working hours and hybrid options
- A friendly, supportive team
- The chance to make a real impact in your community
- A part time role flexible enough to meet your needs

Person Specification

Essential/Desirable

Educated to a minimum of A level standard or equivalent	E
Interest in the environment and climate issues	E
Proven experience in recruiting and managing volunteers	D
Proven delivery in community engagement and working with multiple agencies	D
Excellent written and oral communication and numeracy skills	E
Experience of interacting with the public and people of different ages and backgrounds	E
Willing to learn new skills in a team environment	E
Competent and self-starting, problem solver	E
Excellent project management and people skills	E
Comfortable with common IT platforms, Word, Excel	E
Flexibility to work occasional weekends and evenings	E

Terms and Conditions

Remuneration: £12,000 - £18,000 pro rata per annum gross (equivalent to £30,000 FTE).

Hours: 2-3 days (15-22.5 hours) per week. Occasional evening and weekend work may be required.

Contractual arrangements: Fixed term until 30th September 2026 with the possibility of extension.

PeCAN meets its statutory requirements in respect of workplace pensions. Further information on contract terms will be provided separately.

Holidays: 12 days per annum based on 2 days a week or pro rata equivalent

Reporting to: PeCAN Team Leader

Location: Central Petersfield. It is expected that the postholder will mix working from home, in the PeCAN office in the library, The Square, Petersfield and other locations as required e.g. to attend meetings or events across East Hampshire and West Sussex.

Start date: As soon as possible

How to Apply

For an informal discussion about this role, please contact hello@petersfieldcan.org.

Please send the following information to: hello@petersfieldcan.org

1. Your CV

2. A short cover letter (max 2 pages) explaining how you fit the role and person specification
3. The names and contact details of two referees who are not related to you, nor are close friends
4. The equal opportunities monitoring form, completed. This will not affect our decision but enables us to ensure that we are reaching applicants from diverse communities.

Deadline: Wednesday 19th November 2025

We plan to interview shortlisted applicants during the week commencing 24th November 2025