

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, around 1600+ followers, and a small, part-time staff.

Project Manager (2 days)

This is a part-time role providing support across a number of PeCAN's community engagement projects.

The main responsibilities are:

- Help to develop and manage projects in line with PeCAN objectives and priorities
- Ensure that PeCAN delivers against its commitments or flag where it is failing
- Help to manage relationships with project sponsors / funders
- Build PeCAN's support and profile in the local community

The day-to-day work varies through the year. Typical tasks might include:

- 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.)
- Help to host the Eco Café
- Manage project budgets and help with general financial administration, working with the Team Leader and PeCAN's Treasurer as required
- Help to recruit and manage volunteers for general PeCAN and project specific activities
- Help to deal with enquiries from members of our supporter base and the general public (incl. email to hello@, phone calls and office drop ins)
- Keep up to date with climate related news and policy and share the information with the community
- Contribute ideas to the monthly newsletter and social media accounts
- Help to maintain the PeCAN website

- Help to develop messaging and marketing materials, in coordination with the Marketing and Communications Manager
- Build links with other Climate Action Networks, charities, local authorities, and organisations in the area
- Support team members to manage budgets and produce financial reports
- Attend relevant meetings in person or online

Person Specification

- A strong motivation to help our community tackle climate change
- Passionate about community organising
- Enjoys working closely with colleagues in a small team
- Enjoys interacting with the public and people of different ages and backgrounds
- Excellent project management and people skills
- Competent and self-starting, problem-solver
- Flexibility to work occasional weekends and evenings
- Good written and numeracy skills
- Comfortable with common IT platforms, Word, Excel
- Willing to acquire new knowledge and learn new skills

Terms and Conditions

Remuneration: £12,000 per annum gross (equivalent to £30,000 FTE)

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

Contractual arrangements: 6 months fixed term (until 31st March 2025) with the possibility of extension, subject to funding.

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

Holidays: 12 days per annum based on 2 days a week

Reporting to: PeCAN Team Leader

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

Start date: As soon as possible

Application Process

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

Applications should be sent via email to hello@petersfieldcan.org to arrive by midnight on Monday 16th September and include:

- your CV
- a covering letter setting out how you match the person specification
- the names and contact details of two referees who are not related to you, nor close friends
- 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.

Interviews are planned for the 23rd - 25th September. Please tell us in your application if you are unavailable over this period.

PeCAN is committed to providing equal opportunities for everyone regardless of their background, sex, gender, sexual orientation, disability or ethnicity.