



Programme Administrator (Self-Employed)

£15 per hour

Typically 2–3 days per week (with flexibility for more)

Core hours Monday to Friday

CLOSING MONDAY 20 APRIL 2026

Seeds for Growth charity, established 20 years ago, is dedicated to improving mental and physical health and economic well-being, with a particular focus on disadvantaged communities.

We established volunteer-run Food Co-ops that regularly provided fresh, healthy food to more than 35,000 people. We also motivated 500 retailers to stock and promote fresh produce, resulting in 3.2 million additional annual sales of fresh food.

The Greening Communities programme aims to train and support tenants across 100 London social housing estates each year to create, manage, and enjoy their own community gardens. We help people connect with nature, acquire new skills, and take part in practical environmental action.

We also support:

- Schools to establish pupil-led gardens.
- NHS premises to create growing areas for their staff, patients, and local residents.
- Social prescribing session delivered on housing estates.

PROGRAMME ADMINISTRATOR – ROLE OVERVIEW

Seeds for Growth is seeking a self-employed Programme Administrator to support outreach, communications, and day-to-day operations. The role involves taking the initiative in engaging with external organisations via telephone, email, and occasional video meetings, as well as providing general administrative support.

Key Responsibilities

1. Outbound engagement, including cold calling Registered Social Landlords, mental health organisations, and other partners to introduce the charity's work and encourage their involvement.
2. General administrative support, including record-keeping and coordination tasks.
3. Supporting project communications, such as drafting simple updates, information packs, or follow-up emails.
4. Liaising with the six-person staff team to support programme delivery with timely administrative assistance.

PERSON SPECIFICATION

ESSENTIAL

- Clear, confident communication skills, including the ability to make professional cold calls and represent the charity's values.
- Organised, dependable, and able to manage workload independently.
- Comfortable contacting a wide range of organisations.
- Good written English for emails and simple documents.
- Competent in using social media, doing online research, and working on Microsoft 365 tools such as Word and Excel.
- Self-motivated, able to work remotely, and manage time effectively.

DESIRABLE

- Experience of working in small organisations with the charity, community, housing, or mental health sectors.
- Awareness of community greening, mental, and physical health, and social impact programmes.
- Ability to contribute to drafting communication materials.

HOW TO APPLY

Closing Monday 20 April 2026

If you are interested, please provide:

1. Your CV.
2. What interests you about this role?
3. Your ideal start date?
4. How many hours per week can you offer?
5. Verification that you have strong broadband and good telephone reception.
6. Confirmation of your right to work in the UK.
7. Your email address and telephone number.

Gregory Cohn

Seeds for Growth chief executive

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