



## Community Programme Facilitator and Volunteer Coordinator

### Job Specification

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Creating sustainable spaces to inspire connection and growth through nature

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#### About Us

The Paradise Cooperative is a Wandsworth-based charity working towards a future where communities and nature thrive together. Based within our biodiverse community garden, we bring people together through hands-on programmes that support connection, learning and participation in nature. Everything we do is rooted in creating meaningful, accessible ways for people to engage with the natural world and with each other.

#### About the Role

We're seeking a Community Programme Facilitator and Volunteer Coordinator to deliver and coordinate welcoming, practical and engaging sessions across our community programmes. This is a hands-on role focused on bringing people together through nature-based activities, workshops and volunteer sessions. You will support participants of different ages, backgrounds and abilities to build confidence, develop skills and connect with nature.

Alongside facilitation, you will take responsibility for the planning, coordination and communication of assigned sessions. This includes preparing activities, responding to volunteer and participants enquiries, communicating key information, and making sure sessions are safe, inclusive, well-organised and run smoothly.

This role would suit someone who is confident leading groups, enjoys working outdoors, and can combine practical delivery with the coordination needed to create a positive participant experience. As part of a small team, you will need to work with autonomy, take ownership of your sessions, and adapt your approach to meet the needs of participants and volunteers.

#### Role Details

**Start Date:** 15<sup>th</sup> June 2026 ideally

**Location:** Wandsworth, London. While the majority of hours will be delivered on site, some planning, coordination and communication tasks may be carried out remotely.

**Working Pattern:** This is an annualised-hours role, equivalent to 10 hours per week on average. The role is contracted at 520 paid hours per year, inclusive of statutory holiday entitlement. Hours will be scheduled flexibly across the year according to programme need, with higher delivery during spring, summer and autumn, and reduced hours during quieter winter periods.

**Contract Type:** Part-time employee contract, annualised hours. This role is fixed-term to 31 October 2027, with the intention to extend subject to funding.

**Salary:** £28,000 FTE, pro-rata, based on 520 hours per year.

**To apply please send a CV and brief Cover Letter outlining your interest in the role to [team@paradisecooperative.org](mailto:team@paradisecooperative.org) by midnight on Monday 25<sup>th</sup> May 2026.**

## **Key Responsibilities**

### **Session Delivery and Facilitation**

- Delivery will typically include:
  - Tuesday afternoon Mindful Gardening sessions, weekly
  - Wednesday evening Paradise Together events, approximately every three weeks across spring and summer
  - Sunday morning Community Growing Volunteer Sessions / Sunday afternoon Paradise Nature Club events, approximately once per month across spring, summer and autumn
  - Additional sessions annually, within the scope of annualised hours, supporting programme growth and income generation (schedule agreed in advance)
- Facilitate community programme sessions, both in collaboration with colleagues and, where appropriate, independently
- Create a safe, inclusive and engaging environment for participants of all ages and abilities
- Provide clear guidance, instruction and encouragement to participants, supporting a positive and collaborative group dynamic
- Deliver accessible and engaging learning opportunities, adapting delivery to suit a range of audiences

### **Session Planning and Coordination**

- Work collaboratively with colleagues to plan sessions aligned with programme priorities, ensuring activities are purposeful, well-structured and inclusive
- Ensure sessions are well prepared and resourced, including sourcing materials and arranging food where required
- Coordinate session logistics, including publishing events on Eventbrite and sharing relevant information with the Head of Engagement to support promotion

### **Volunteer Coordination**

- Take responsibility for coordination of assigned sessions, including participant communication, preparation and follow-up using established communication channels
- Act as a consistent and welcoming point of contact for volunteers, supporting relationship-building and ongoing engagement
- Respond to volunteer enquiries and support communication across the programme
- Ensure registers, reminders and basic monitoring and evaluation are completed for all sessions
- Contribute to the development of clear volunteer progression pathways, supporting volunteers to build confidence, skills and involvement over time

### **Team Contribution and Programme Development**

- Prioritise health, safety and wellbeing, ensuring volunteers are safe, supported and informed
- Follow and contribute to risk assessments and communicate relevant risks clearly to participants
- Ensure compliance with safeguarding, health and safety, data protection and organisational policies
- Support monitoring and evaluation, contributing to ongoing improvements in session delivery
- Collaborate with the wider team to support programme development and organisational priorities

## **Person Specification**

- Experience working with community groups, volunteers, or diverse audiences in outdoor or garden contexts
- Confident leading groups of mixed ages and abilities, providing clear guidance and encouragement
- Practical knowledge of gardening, sustainability or nature-based practice, or strong enthusiasm and willingness to develop knowledge in these areas
- Ability to plan and deliver structured workshops and activities focused on biodiversity, sustainable gardening or nature-related topics
- Organised and confident using basic systems and tools (e.g. WhatsApp groups, Eventbrite, simple CRM systems) to support coordination and communication
- Confident working collaboratively with colleagues to ensure consistency across programmes and strong communication
- Warm, inclusive and community-minded, making volunteers feel welcome and supported
- Flexible, adaptable and proactive, able to respond to the dynamic needs of busy sessions
- Confident managing risk and ensuring the health, safety and wellbeing of all participants

## **General responsibilities**

- Contribute to the continuous improvement of The Paradise Cooperative.
- Understand and comply with all relevant policies and procedures, including but not limited to Health and Safety, Data Protection (GDPR), and Safeguarding Policies, as applicable to your role.
- Promote equality, diversity, and inclusion. Maintain awareness of the relevant protocols and work towards creating and maintaining a safe, supportive, and welcoming environment where all individuals are treated with dignity and their identity and culture are respected and valued.
- Understand and fulfil your role in safeguarding children, young people, and vulnerable adults. This includes adhering to safeguarding policies and reporting procedures and participating in any necessary safeguarding training.
- Carry out other reasonable duties as directed by the Director that support the charity's aims. These duties will be consistent with the role's scope and will be communicated in advance whenever possible.
- This job description provides an outline of the key responsibilities of the role. Due to the dynamic nature of the organisation, the post holder may be required to undertake additional duties or adapt to changing circumstances, provided that such changes are within the reasonable scope of the role.