

People of the Earth Project Programme Assistant

We particularly welcome applications from people with lived experience of displacement or whose families have sought sanctuary in the UK.

About the Project

The People of the Earth Project brings local people and people who are seeking sanctuary, or have had an experience of displacement, together through music, intercultural events and nature-based activities. Our work nurtures connection, understanding and belonging, strengthening community resilience.

At Home in Nature takes place in London green spaces and invites participants to explore connections to place, identity and ecological wellbeing. Through gentle, creative and sensory activities, participants are supported to connect with nature, with themselves and with one another. The programme has been co-developed with participants and draws on research and evidence-based practices in nature connectedness, alongside approaches that centre inclusion and cultural exchange.

The Role

We are seeking an enthusiastic and organised Programme Assistant to support the Lead Facilitator in delivering *At Home in Nature*.

This role will help create a welcoming and inclusive space where participants feel safe, valued and encouraged to explore their relationship with nature and community. You will bring a genuine love of the natural world, experience of working with communities often underrepresented in outdoor spaces, and the organisational skills needed to support a small but meaningful programme.

Time commitment:	1 day per week (7 hours)
Contract:	Freelance
Contract length:	Until the end of June 2026 (with potential extension subject to funding)
Pay:	£15 per hour (£105 per day) – London Living Wage
Responsible to:	Project Manager, People of the Earth
Location:	Outdoor sessions – Hampstead Heath area, London Administrative work – remote, with occasional work at St Ethelburga's Centre, EC2N 4AG
Application deadline:	Apply as soon as possible. Applications accepted until the position is filled.

Key Responsibilities

Session Support:

- Assist with setting up and packing down the outdoor session site, including preparing materials and equipment.
- Welcome participants and help create a warm, respectful and inclusive group environment.
- Support the Lead Facilitator to deliver activities such as nature walks, sensory exploration and nature-connection practices.

Participant Wellbeing and Safety:

- Follow agreed risk assessments and health and safety procedures.
- Monitor site conditions (e.g. weather, terrain) and report potential hazards.

- Support participant wellbeing while maintaining professional boundaries, confidentiality and safeguarding practices.

Outreach and Engagement:

- Research and connect with community groups and networks who may benefit from *At Home in Nature*.
- Communicate with potential partner organisations.
- Support the delivery of outreach or taster sessions.

Coordination and Administration:

- Manage participant enquiries and applications.
- Support the collection of participant feedback and evaluation data.
- Maintain session records and attendance monitoring.
- Attend team meetings, supervision and training as required.

Programme Aims

At Home in Nature supports participants to:

- Build confidence in accessing local green spaces
- Develop awareness of plants, habitats and seasonal cycles
- Deepen curiosity about local ecology
- Reflect on their personal relationship with nature
- Improve wellbeing through slowing down and sensory engagement
- Foster a shared sense of place, belonging and community

Person Specification

- **Experience:** Experience supporting or facilitating groups in outdoor settings, or relevant experience in community, wellbeing, youth or education work that could translate to outdoor facilitation.
- **Nature Connection:** Knowledge of nature-connection approaches and a genuine interest in ecological wellbeing.
- **Communication:** Strong interpersonal skills and the ability to create welcoming, respectful environments for people from diverse backgrounds.
- **Awareness and Inclusion:** Understanding of the barriers some communities face in accessing green spaces. Appreciation that people seeking sanctuary bring resilience, skills and knowledge while often navigating complex circumstances.
- **Safety:** Knowledge of health and safety practices, risk assessment and safeguarding in outdoor environments.
- **Organisation and Administration:** Ability to communicate clearly with participants and partner organisations, and to use Google Workspace tools for basic administration and monitoring.
- **Flexibility:** Willingness to work flexible hours and availability 21–23 June (three consecutive days).

Desirable

- Outdoor First Aid certificate (minimum two days)
- Enhanced DBS check
- Full UK driving licence

This job description is intended as a guide rather than an exhaustive list of duties. Responsibilities may evolve over time in response to the development of the programme and the strengths of the successful candidate.

Equality, Diversity and Inclusion

St Ethelburga's is committed to building a diverse and inclusive team that reflects the communities we work with. We actively encourage applications from people with lived experience of migration or displacement, from racially and culturally diverse backgrounds, and from those who are underrepresented in the climate and peace sector. We recognise that talent and potential come in many forms. If you meet most of the criteria and feel inspired by the aims of the project, we warmly encourage you to apply.

How to Apply

Deadline: Apply as soon as possible. Applications accepted until the position is filled.

To apply, please email:

Subject line: *AHIN Programme Assistant – Your Name*

to: Jo.winsloe@stethelburgas.org

Please include:

- A short statement outlining why you are interested in the role
- Your CV

Applicants must have:

- Excellent spoken and written English
- The right to work in the UK
- A UK-based bank account

References: Two references will be requested before an offer is confirmed.

About St Ethelburga's Centre for Reconciliation and Peace

Bridging divides, loving Earth

St Ethelburga's work sits at the intersection of climate and peace. We believe there can be no peace on Earth unless we also realise peace with Earth. We offer events, training, leadership programmes and multimedia content which equip and inspire people to become peacemakers in their own contexts. Our project areas include spiritual ecology, community reconciliation, refugee inclusion, radical resilience, viewpoint diversity.

Set in a mediaeval church in the heart of the City of London, St Ethelburga's is a unique place to work. Destroyed by an IRA bomb in 1993, rebuilt as a centre for reconciliation and peace in 2003, St Ethelburga's is a symbol of renewal in times of crisis. Find out more about us here:

www.stethelburgas.org.uk

Good luck with your application.