

## **Lifelines Project Coordinator**

### **Job Description**

#### **About the project**

**Lifelines is an action-based spiritual ecology project that enables diverse groups to spend a residential weekend in the countryside, planting trees and hedgerows. It aims to:**

- Provide an immersive experience of meaningful connection to the natural world
- Bring people together across differences of all kinds
- Contribute to mitigating climate change and biodiversity loss through large-scale tree and hedgerow planting

#### **Role Summary**

A 4 day / week role coordinating the Lifelines project and related ecological-action projects. You will help research and recruit faith & community groups, deal with complex project logistics for up to 400 volunteers, assist with development of resources, and create weekly project communications (social media content, blogs, videos). You will also administer donations and corporate volunteer tree-planting schemes, and contribute to other organisational activities as required.

This is primarily an in-office position in central London, with the option for home-working for 1 day per week.

#### **Basics**

**Remuneration:** 4 days pw at £31,000 pro rata for full time equivalent

**Closing date:** Sunday 19th April 2026. We will interview on a rolling basis, so an early application is recommended.

#### **Main Responsibilities:**

- Recruit faith and community groups and act as the main point of contact for volunteers and group leaders
- Recruit and liaise with farmers and land owners
- Manage all communication with group leaders and farmers, fielding questions and concerns as they arise
- Deal with complex project administration including:
  - Booking accommodation and food for all groups
  - Ordering and tracking necessary equipment
  - Keeping track of invoices, project budgets
- Manage and promote our 'pledge a hedge' individual donor sponsorship scheme, corporate tree-planting scheme, and volunteer bursary scheme.
- Create weekly project communications (social media content, blogs, videos).
- Assist with the ongoing development of resources/training packs
- Manage programme evaluations, feedback sessions, and potential research opportunities.
- Provide on-site logistical support at the residential Train-the-Trainers weekends in early November each year (Dorset).
- Be able to work occasional evenings and weekends to support events.

- Participate in team culture, including attending meetings, participating in peer learning sessions, contributing to organisation-wide events and supporting other areas of the organisation as required.

**Person specification:**

You will be a highly organised, practical and dependable coordinator who enjoys making complex projects run smoothly. You take satisfaction in planning, tracking details, following things through, and being a warm and reliable point of contact for a wide range of people.

You will have:

- Strong organisational skills, with the ability to manage multiple workstreams, deadlines, budgets and logistics at the same time
- A calm and practical approach to problem-solving, especially when dealing with complex or changing logistics
- Excellent communication skills and confidence in managing communication with large numbers of volunteers, group leaders, and external partners, ensuring people feel informed and supported
- Experience coordinating volunteers, events, programmes or projects involving multiple stakeholders.
- The ability to keep accurate records, track equipment, bookings and budgets, and maintain clear systems and processes
- Confidence in everyday digital tools for coordination and communication (such as email platforms, spreadsheets, shared documents, and basic design or scheduling tools). Experience with platforms such as Canva, Hootsuite or WordPress is helpful but not essential.

Working with people across many faith traditions, you will have experience of or affinity with a faith or spiritual tradition, and be able to work respectfully across differences of all kinds. You should be comfortable facilitating clear communication and ensuring that everyone feels welcomed and respected.

You will have an interest in nature-based or community projects and an understanding of some of the barriers people face in accessing the countryside. A background or interest in ecology, land regeneration, or community gardening is an advantage, but this role does not require specialist environmental expertise.

**About St Ethelburga's Centre:**

*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 medieval 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.

**Please send a CV and Cover Letter describing why you would like the role and what makes you a good fit, to [nadine@stethelburgas.org](mailto:nadine@stethelburgas.org), with Lifelines Project Coordinator and your name in the title.**