

Environmental Project Manager Job Description

Location:	Castlehaven Community Centre, 23 Castlehaven Road, Camden Town, London, NW1 8RU.
Hours:	35 Hours per week (Full Time)
Salary:	£34,000 per annum
Annual Leave:	Annual holiday entitlement is 27 working days, of which 7 will be allocated to the Christmas period when we are closed, in addition to statutory public holidays.
Staff benefits:	• A Staff Automatic Enrolment Pension. • Childcare Voucher Scheme. • Annual Public Transport Travel Card Scheme. • Bicycle Purchase Scheme. • 24-hour Counselling Support Line. • Regular Team Building Activities and Socials. • Free parking on site. • Birthday day off. • Access to monthly staff reward scheme. • Monthly wellbeing contribution.

Reporting to: Deputy Director

Main Purpose of Job	• To deliver wide-scale community engagement in the local environment and in environmental issues in line with targets set out in The National Lottery Bid. • To oversee management, planning, delivery, monitoring and reporting for our new project. • To engage numerous communities, individuals & organisations in the Castlehaven Community Park, Horticulture Hub & new external Growing Hub. • To devise and project manage an exciting and engaging projects & events programme for the local community to get involved in, learn & benefit from. • To be responsible for the overall management of the Castlehaven Community Parks, the Horticulture Hub. • To raise the community park and hub's profile, so that they become a destination for numerous communities and individuals to use, get involved in and ultimately own.
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Twitter: @cca_camden

0207 485 3386

Facebook: /castlehavencommunityassociation

info@castlehaven.org.uk

Instagram: /ccacamden

www.castlehaven.org.uk

Castlehaven Community Association, 23 Castlehaven Road, Camden Town, London NW1 8RU

Funded by local authority, central government & charitable trusts
Charity (no: 295829) Company (no: 2069107)

KEY ACCOUNTABILITIES & RESPONSIBILITIES

- Work with the senior management team and our finance and facilities committee to develop, implement and deliver several community-led & funded environmental projects and events designed to engage all ages and backgrounds from the local community in our community park and the Horticulture Hub.
- Manage a full time Project Coordinator and provide guidance to the Project Coordinator through regular supervisions ensuring effective coordination of project activities, timelines, deliverables, and stakeholder communication.
- To ensure a wide diversity of beneficiaries to the Horticulture Hub, Community Park, especially those who are marginalised or disadvantaged.
- To manage the community park and its growing spaces, engaging the community in using this space and leading school, nursery groups and other community group sessions.
- To manage the Horticultural Hub, that will include a rich menu of environmental activities you will plan and develop with volunteers e.g. plant propagation, organic & ethnic food growing, gardening, anti-pollution planting, wildlife promotion, nature study (for schools), fitness activities (e.g. daily miles, morning Tai Chi) as well as eco-friendly schemes such as recycling, car-share, walking buses, community composting. Whilst promoting the hubs as environmental resource centres for volunteer training/workshops, info-sharing & meetings.
- To recruit and manage a team of volunteers from the local and wider community to help with a wide variety of tasks including gardening, maintenance, administration, training, and tutoring.
- To build strong partnership projects with new and existing external groups, charities, and organisations such as Camden MIND, The Recovery College, Camden Society, The Helen Bamber Foundation and Transition Kentish Town etc.
- To create project monitoring systems including registration profiles for all volunteers, users and key activities, baseline outcome surveys, attendance sheets/log, feedback forms and collect this within our Plinth system to collate and analyse all project data on numbers, make-up and impact.
- To complete monitoring reports to the necessary deadlines and provide photographic and mixed media evidence of the projects.
- To set up and maintain all administrative work and create spreadsheets and files for creating & storing reports and correspondence.
- To work with CCA's Finance Director to ensure that the project is delivered within budget and that all its transactions are accurately recorded on the organisation's financial database with all required supporting evidence in accordance with CCA's Finance Policy.

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- To work with CCA core staff & volunteers to provide ideas, evidence, and information in support of further project fundraising. Work with CCA fundraiser to apply for external funding for future projects.

- To work with the Executive Director & Deputy Director on updating and implementing the CCA Environmental & Sustainability policy. Ensuring all trustees, staff & volunteers understand the environmental value of their and CCA's actions.
- To assist in organising and delivering a full project evaluation with an external evaluator, to record the final project impact.
- To promote community health objectives such as better diets, more exercise and cleaner air.
- To work with CCA staff and volunteers to provide for the long-term sustainability of the projects.
- To work with the CCA Social Media and Marketing co-ordinator to ensure that the project is widely publicised through social media and all other promotional marketing vehicles - online and/or printed ephemera.
- To raise the profile of the projects internally and externally.
- To report regularly for supervision with the Deputy Director and to prepare reports for both CCA's Board of Trustees, Finance and Facilities Committee, and for funders (The National Lottery).
- Improving our standards of basic horticultural practice across the site with a view to developing wildlife friendly horticultural practices wherever possible.
- To work Monday to Friday, but to be prepared to work the odd Saturday and Sunday as required by project activities and events.
- To participate in training, other learning activities and performance development as required.
- Conducting and reviewing risk assessments as and when required.
- To improve the local environment and awareness of and engagement in environmental issues and environmentally friendly activities.

OTHER DUTIES

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- To work closely with the CCA's Community Caretaker, in the undertaking of outside duties, for example grounds and garden maintenance, general tidying, leaf & snow clearance etc, as and when necessary.
- To work with CCA's Community Caretaker to manage the maintenance and use of all project assets, including the Community Parks, Horticultural Hub and the new Growing Hub and all tools and equipment and to deploy volunteers to assist in any campus wide activities eg snow or leaf clearance.
- To allow access to authorised maintenance or building contractors and ensure they are aware of any potential hazards connected with their presence on the site, having regard to the Health and Safety at Work Act 1974.
- To carry out other duties that may be required as part of a successful programme delivery.
- All staff are ambassadors for the Castlehaven Community Association and as such may be required from time to time to assist managers and fundraising in the promotion of its work.

HEALTH & SAFETY: To ensure that risk assessments are carried out for all project activities and that health & safety measures are put in place and monitored in accordance with CCA's Health & Safety Policy and Health & Safety management plans.

SAFEGUARDING: To ensure that all staff and volunteers delegated to work with children or vulnerable adults are DBS checked and trained in accordance with CCA's Safeguarding Policies.

DIVERSITY & EQUALITY

The Castlehaven Community Association is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

It is the responsibility of every member of CCA staff to ensure the practical application of this policy.

We encourage individuals of Black, Asian and Minority Ethnic backgrounds to apply – CCA is committed to ensuring our workforce is reflective of our diverse community and is therefore committed to increasing representation of staff of Black, Asian and Minority Ethnic backgrounds across all roles and at all levels.

PERSON SPECIFICATION

DATA & BARRING SERVICE CHECK:

An enhanced Data & Barring Service Check (DBS) clearance is an essential requirement.

ESSENTIAL EXPERIENCE

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- Experience of project managing, developing, and delivering community projects that have environmental development themes, such as food growing, plant propagation and improving urban wildlife etc.
 - Experience of report writing for funders, trustees, and stakeholders.
 - Experience in using IT including Microsoft Office 365, CRM systems, the internet & social media
 - Experience of managing budgets.
 - Experience of working in the voluntary sector, or community-based setting.
 - Good interpersonal and written / verbal communication skills.
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- Ability to work on your own initiative.
 - To be willing to work outside in all weathers.
 - Ability to perform physical tasks required by the post, including digging, lifting, and carrying.
 - Horticultural experience with knowledge of plants, tools, horticultural processes, and plant identification skills.

DESIRABLE

- Passionate about working with communities around food growing, gardening for wildlife and all related environmental issues.
- Ability to manage and plan your own workload.
- Reliable, organised, and good at time management.
- Able to work with people of all ages, backgrounds, and abilities.
- Experience of working with and supervising volunteers in large and small groups.
- Experience of working with marginalised disadvantage groups/individuals and or/ children.
- Experience in following Health and Safety procedures and completing risk assessments
- Ability to respond calmly and appropriately to difficult and unique situations.
- Working knowledge of health and safety procedures and regulations.
- Willingness to further your own skills through professional development and training.
- Qualified First Aider and Mental Health First Aider or willing to acquire these qualifications.

How to apply for this position:

Please send your CV and a covering letter highlighting your experience and skills relevant to this position; please use the person specification as a guideline. No agencies welcome.

DATA PROTECTION

By applying for this role and sending your covering letter & CV you consent to CCA using and keeping information about you or by third parties, e.g. referees relating to your application or future employment. This information will be used solely in the recruitment process. For unsuccessful candidates, the information will be destroyed within 6 months unless you have consented to extend this period.

Closing Date for Applications:

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CASTLEHAVEN

heart of your community

Tuesday 29th September 2026 at 11.59pm

If you have been shortlisted, you will be contacted **by Friday 2nd October 2026** and our Interviews will take place on:

Friday 9th October 2026 please keep this date free in case you are shortlisted. Thank you.

If you have not been shortlisted for an interview you will not hear further from us. Thank you.

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