



Project Coordinator

for the *Championing National Parks for Everyone*.

Starting Salary £27,825 pro rata
(inc 3% pension contribution)

Hours of work: 22.5 hours per week with some weekend and evening work.

Contract length: 20 months fixed term (until August 2026)

Location:

Hybrid. Two days per week working from home and one day in a shared office space in Bakewell.

Occasional travel to the Peak District National Park, Yorkshire Dales National Park and North York Moors National Park will be required.

About Peak District Mosaic

Peak District Mosaic is a registered charity dedicated to creating and sustaining engagement between the Peak District National Park and new audiences, particularly Black, Asian, and Minority Ethnic communities living around the park's borders. We organise fun and educational visits and activities that foster friendships and deepen connections with this beautiful natural area. Our aim is to promote and protect the Peak District for everyone, ensuring future generations can enjoy its beauty.

About the Role

Peak District Mosaic is undergoing an exciting period of development.

Following a successful bid for funding from The National Lottery Heritage Fund, we are introducing a new project:

Championing National Parks for Everyone

This project will expand our work, collaborating with the Yorkshire Dales, North York Moors, and Peak District National Parks.

As Project Coordinator, you will report to the Business Development Manager and play a crucial role in shaping the future direction of the charity and this project. Your responsibilities will include:

- Creating and delivering a series of events to support the project's network of Community Champions across the three National Parks.
- Organising training, networking, and celebration events to support Community Champions and share best practices.
- Assisting with the set-up and delivery of the Championing National Parks for Everyone project.
- Developing effective communications through content on the Peak District Mosaic website, social media channels, and press releases, in collaboration with the three National Parks.
- Supporting project administration, including health and safety, governance, activity/outcome recording, and finances.
- Assisting in the submission of quarterly reports and payment requests to the National Lottery Heritage Fund.

Person Specification

We welcome applications from individuals who have lived experience and an understanding of working with Black, Asian, and Minority Ethnic communities, recognising the importance of this experience in building a sustainable, community-focused organisation.

Essential skills and experience:

- Experience in event management or project delivery, particularly community-focused projects.
- Excellent communication skills, with the ability to engage with a diverse range of people.
- Proficient IT skills, including knowledge of Excel, Word, and PowerPoint.
- Strong organisational skills, attention to detail, and the ability to prioritise and work independently.
- A passion for ensuring that National Parks and outdoor spaces are accessible to everyone.

Application Information

To request an application pack, please e-mail:
enquiries@ddcvs.org.uk

or

download it via the following link:

[Peak District Mosaic - Project Coordinator](#)

If you would like to discuss the role before applying, please email:
peakdistrictmosaic@gmail.com

Closing Date for Applications: Sunday, 10th November 2024 at 23:59

