



ecoACTIVE
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PROJECT MANAGER AND COMMUNITY ECOLOGIST: JOB DESCRIPTION

GENERAL INFORMATION

Job Title:	Project Manager and Community Ecologist
Salary:	£30,635 FTE (£24,508.22 pro rata per annum)
Hours:	28 hours per week (including occasional weekend work)
Employment Period:	May 2024 - March 2027, subject to project funding
Responsible to:	Director

OVERVIEW OF ECOACTIVE

ecoACTIVE is an environmental education charity, based in east London. We provide workshops and projects for schools and community groups, in Hackney and other parts of London. For further information about our work, please visit our [website](#) and take a look at our social media [Twitter](#) | [Instagram](#) | [Facebook](#) | [LinkedIn](#) ecoACTIVE is a caring, and supportive organisation to work for. We are a small team (currently five members of staff), guided by a dedicated group of Trustees, and assisted by freelance session workers and volunteers.

THE HACKNEY BUZZLINE

Using money raised by National Lottery players, The National Lottery Heritage Fund supports projects that connect people and communities with the UK's heritage. The Hackney Buzzline is made possible with The National Lottery Heritage Fund. Thanks to National Lottery players, we will create a four km pollinator corridor connecting four parks in Hackney through three social housing estates. The parks are local sites of importance for nature conservation. We will build the corridor by sowing wildflower meadows, planting flower beds and creating 'stepping-stone' habitats and monitoring their impact on pollinator diversity.

We are recruiting to fill two new roles - *The Project Manager & Community Ecologist*, and *The Postcode Gardener*.

The Postcode Gardener will deliver a community planting programme, which will allow us to build the Hackney Buzzline over three years in support of Hackney's Local Nature Recovery Plan. We will create our flower-rich pollinator corridor beside walking and cycling paths to help boost the physical health and mental wellbeing of Hackney residents.

The Project Manager & Community Ecologist will be responsible for the day-to-day management of the project, and will also oversee monitoring and impact measurement, in terms of differences made to local people and pollinators. In the summer months this will involve carrying out a number of ecological surveys. In the winter, the role will focus on evaluating the project, assisting with reporting, and recruiting volunteers and community groups ready for the following year.

JOB SUMMARY

1. Help nature **recover and improve natural heritage in Hackney**, through the day-to-day project management of ecoACTIVE's Hackney Buzzline project.
2. **Monitor pollinator abundance and diversity** on the Hackney Buzzline using national standardised survey methods, platforms and recording schemes, and engaging the local community in 'citizen science' elements of these surveys.
3. Engage and **support a wide range of people** to take part in the project, particularly those who are underrepresented in traditional environmental activities.
4. Provide **hands-on training** and practical experience for children, young people and adults in identifying and recording pollinators during weekly surveys.

5. Assist with **publicity and promotion** of the project, with support from ecoACTIVE's Marketing & Communications Officer.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Project management, monitoring and evaluation, with support from the Director

- Manage the project in accordance with the delivery plan agreed with funders (which includes five planting projects, delivered by the Postcode Gardener, and three survey projects per year).
- Place orders for project expenditure (e.g. session materials) and coordinate payment of invoices (working alongside ecoACTIVE's Bookkeeper and Director).
- Set up a steering group, made up of key local stakeholders and organise and chair quarterly meetings.
- Produce regular financial progress and evaluation reports for the Director.
- With support from external evaluation consultants, develop systems to monitor delivery of outputs, evaluate progress towards outcomes against measurable criteria and assess impact of programme on people and pollinators.
- With support from the Director, liaise with the project's funders and comply fully with all monitoring and evaluation requirements (we are required to submit quarterly progress reports, looking at fundraising and annual plans in particular).

2. Provide ecological expertise for the project

- Lead weekly pollinator transect surveys/community pollinator walks on four Hackney parks during the seven-month survey season.
- Lead weekly bumblebee and butterfly quadrat surveys on pollinator stops on the Hackney Buzzline with school ecoteams during the seven-month survey season.
- Lead monthly moth surveys with junior ecoteams, using a Skinner moth trap, in school grounds on the Hackney Buzzline.
- Train and support volunteers and junior ecoteams to identify common pollinator species in the field and record their habitat and foraging preferences, and the plants they forage on, along with other survey data.
- Train and support volunteers and junior ecoteams on how to capture and photograph uncommon species, use field guides and the i-naturalist app to help identify them, and release them without harm.
- Upload weekly park pollinator transect survey data onto UK Butterfly Monitoring Scheme and BeeWalk Survey Scheme registered and approved walks.
- Upload weekly butterfly and bumblebee quadrat survey data onto the postcode gardener pollinator recording scheme.
- Upload monthly moth survey data onto the National Moth Recording Scheme.
- Upload occasional pollinator photographs and associated data to the i-Record website for expert verification and sharing on national recording systems.
- Share pollinator records with the Hackney Council Biodiversity Office on request to inform the development of the Hackney Nature Recovery Plan.
- Establish a Biodiversity Recording Network at the Leaside Trust, where ecoACTIVE is based.

3. Promotion and Publicity, with support from the ecoACTIVE Marketing & Communications Officer

- Working alongside the Marketing & Communications Officer, promote information about how the Hackney Buzzline supports the area's pollinator heritage on the ecoACTIVE website and through social media and other channels.
- Upload, post and share photographs and videos of pollinators to help residents identify species themselves and provide guidance to help individuals take action to help pollinators.
- Secure permissions and collect and share photographic and video content from sessions, following GDPR rules.

3. Community development

- With support from ecoACTIVE's other staff, and the Hackney Buzzline steering group, liaise with schools, tenants and resident associations, health bodies, faith groups, park user groups, community gardening and other community groups to recruit and refer residents to the Hackney Buzzline, particularly those who are underrepresented in environmental activities.

4. Assist in other administrative duties that contribute to the smooth running of the project, e.g. submitting expenses records, maintaining budget sheets.
5. Maintenance of strict confidentiality on all information concerning members/trustees and staff, and our service users.

6. Deliver all activities in accordance with ecoACTIVE's Equality, Inclusion and Diversity Policy, ensuring that services do not discriminate against anyone because of protected characteristics under the Equality Act (2010).
7. Any other reasonable tasks related to the project, as directed by the Director.

4. **TERMS & CONDITIONS OF EMPLOYMENT**

All staff members are expected to comply with ecoACTIVE's policies and procedures, detailed in the Staff Handbook.