



Heal

Events Coordinator



Raise money Buy land Rewild it

Everyone, together.
For wild things and all of us.



Events Coordinator - Summary

Contract	Part-time, one year
Salary	£12,600 (£25,200 FTE) plus NEST pension
Closing date	9am Monday 4 March
Hours	18.75 hours per week, with occasional evening and weekend work (if/when required, not as standard)
Location	Based at Heal Somerset, Lower West Farm Barn, Bindon Lane, Witham Friary, BA11 5HH. Hybrid working possible, with at least one day in the office per week ideally. We will consider a remote role for the right candidate. Please note that you will be sometimes required to attend and support events and activities on site.
Start date	Monday 22 April
Interviews	Stage 1: 11-12 March (online via Zoom) Stage 2: 18-19 March (in-person at Heal Somerset)
Probationary period	Six months



Welcome from our Acting CEO and Chair of Trustees

Hello and thank you for taking the time to find out more about Heal's exciting new Events Coordinator role.

Heal's name is its purpose: heal the land, heal nature, heal ourselves. Heal is giving land back to nature, forever. Our vision is a Heal site in every English county, rewilding 25,000 acres over time and creating multiple havens for wildlife. Heal's sites will be self-supporting, generating revenue from eco-tourism, educational courses, events and more. We want to bring hope and optimism, acting as a focus for individual and corporate involvement in nature recovery, the mitigation of climate change and people's wellbeing through access to nature. Heal was set up to enable individuals and organisations to be involved in a direct, practical way, giving not only financial support but also skills, experience, ideas and knowledge.

We are a young organisation which launched in March 2020 and we are really proud of what we have achieved so far. We have founded an organisation which gives everyone, together, a way to take practical action on the ecological and climate crises, particularly our [affordable Heal 3x3 land sponsorship scheme](#). Having acquired our first landholding in Somerset in January 2023, which is now open to visitors, there has never been a more exciting time to join Heal.

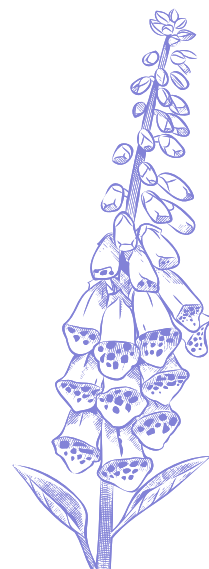
There is a lot to celebrate and a lot of work still to do. As a small and busy team, we need an entrepreneurial self-starter with creativity, initiative and proven success in engaging audiences and supporting the delivery of successful events and activities.

If this sounds like you, please read on.

Good luck!

A handwritten signature in blue ink that reads "Jan Stannard".

Jan Stannard



Introduction to the role

Heal Rewilding is seeking to recruit an organised and meticulous Events Coordinator to support the Learning and Sharing Manager in developing a comprehensive programme of engaging and educational events and activities which cover Heal's three main areas – rewilding, climate change and wellbeing.

If successful in your application, you will assist the Learning and Sharing Manager in the planning and delivering of events and activities which share the impact of nature-led recovery on wildlife and climate, disseminate findings from Heal Somerset to benefit future nature recovery projects, and create opportunities for people passionate about climate action to gather and learn.

You will work together to engage and maintain a wide range of audiences and an important aspect of the role will be engaging organisations from within the corporate sector and contributing to the creation of compelling packages for them to meet and run training, events and volunteering activities at Heal Somerset.

As part of the Engagement team, you will assist with all aspects of the planning and delivery of events and activities including practical logistics, attendee communication, accurate documentation and attending and supporting at the events themselves.

“The organisation is made up of passionate, friendly and kind people. The event I helped at really encompassed this feeling, the general atmosphere was that of friendliness, excitement and unity. I really hope to be able to be involved in future events.”

- Heal volunteer





Roles and responsibilities

- Identify and assist to engage key audiences, including those in the rewilding and nature recovery space, for our programme of events and activities.
- Support the Learning and Sharing Manager in building a comprehensive calendar of events and help identify opportunities for income generation.
- Identify opportunities to engage the corporate sector in our work and support in the creation of event, volunteering and training packages.
- Provide logistical and administrative support for events and activities held both at Heal Somerset and in external venues.
- Support in communication with event attendees at every stage of engagement, including but not limited to, assisting with access and dietary requirements, and seeking feedback.
- Research and book external venues as required.
- Attend and support at events and other activities including setting up and dismantling, and ensuring all events and activities run smoothly.
- Work collaboratively with communications colleagues to create and promote compelling promotional materials for corporate audiences and others.
- Carry out any other duties as may be reasonably required.

Person specification

Experience/Skills	Essential	Desired
Demonstrable experience supporting the successful planning and coordination of multiple events	✓	
Proven experience of engaging and working with corporate audiences within a charity setting		✓
Excellent written and verbal communication skills and the ability to build relationships with a wide range of stakeholders	✓	
Proficient IT skills with ability to gather and present information	✓	
Ability to multi-task and solve problems	✓	
Strong organisational skills with an eye for detail	✓	

Knowledge	Essential	Desired
A passion for rewilding and nature recovery	✓	
A keen interest in, and willingness to learn about, wildlife and habitats		✓
Basic appreciation of the positive impact nature has on human wellbeing		✓

Aptitude	Essential	Desired
Ability to work effectively in a small team and a start-up environment	✓	
An entrepreneurial, self-sufficient self-starter with energy, positivity, initiative and confidence	✓	
Motivated by working in a target-driven environment and as part of a team	✓	

Values and alignment	Essential	Desired
Strong belief in, and enthusiasm for, Heal's vision and mission	✓	
Prepared to work in line with Heal's values	✓	
A willingness and ability to be fully aligned with, and be an advocate for, Heal's objectives across all areas of work	✓	
An attitude of openness and respect for people who hold different perspectives	✓	
Strong support for equity, diversity, inclusion and accessibility	✓	

Legal requirements	Essential	Desired
The right to work in the UK	✓	

Equity, diversity and inclusivity

We are committed to fostering an inclusive culture and to ensuring that our team - including staff, trustees, volunteers and supporters - is diverse and representative of wider society.

We particularly encourage applications from people from groups which are currently underrepresented in the environmental sector, notably:

- People from ethnic minority backgrounds
- People with disabilities
- People from low-socioeconomic backgrounds





References

Any offer of employment will be subject to the receipt of two satisfactory, written references.

DBS check

You must tell us about any unspent criminal convictions when applying for this job and undertake an enhanced Disclosure and Barring Service ('DBS') check if appointed (and at least annually thereafter). Having a criminal record will not necessarily bar you from working with us, but we will consider the nature of any disclosed convictions and their relevance to the job and Heal. If you don't disclose information relating to unspent convictions, we'll withdraw any offer of employment that we may subsequently make or terminate your employment.

Holiday

25 days per year based on full-time working, plus your birthday, Bank Holidays and the Christmas/New Year period. Heal's holiday year runs from January to December and the holiday allowance cannot be rolled over, as time off is important for wellbeing. If you are successful, we will try to honour any existing booked/paid for holiday arrangements.

Hours

This role is 18.75 hours per week, with flexibility to work some evenings and weekends (occasional/as needed - not standard). We try to accommodate people's different needs by offering flexible working. Our core hours are 10am-3pm.

Location

The post-holder will be based at our office (which is located at Heal Somerset, Lower West Farm Barn, BA11 5HH). There is flexibility for hybrid working (ideally, the post-holder would work in the office at least once a week). We will consider a remote role for the right candidate. Please note though that you will be sometimes required to attend and support events and activities on site.



How to apply

If you meet our essential criteria and would like to apply to join our team as our new Events Coordinator, you'll need to follow these steps:

1: Read the application guidance

Before you begin preparing your application, read the application guidance on page 7 of this document to understand how to anonymise your application (and why this is important to us).

2: Prepare your CV

All applicants are asked to provide an anonymised copy of their CV.

3: Prepare your cover letter

All applicants are asked to provide a one-page cover letter (one side of A4) which answers the below three questions:

1. Why are you interested in working for Heal?
2. What experience do you have in the planning and coordination of events for a wide range of audiences?
3. What skills, experiences and personal attributes make you a good fit for this role?

4: Submit your documents via the application form

To apply, submit your CV and cover letter via our application form:


www.healrewilding.org.uk/jobs/ec



Application Guidance

Name-blind (anonymous) recruitment

All recruitment at Heal follows a name-blind application process - the purpose of this is to reduce the impact of unconscious bias. This is an important part of our commitment to equity, diversity and inclusivity.

All applicants are required to anonymise their application, using a random six-digit ID as an identifier instead of their name. To comply with this process, applicants must:

1: Generate a six-digit ID

Choose a random, six-digit ID to use as an identifier (avoid obvious combinations like '123456').

2: Anonymise your CV

Before submitting your CV via the application form, ensure:

- The document does not contain your name, home address or email address
- The file name contains your six-digit ID and not your name e.g. '872129 CV.pdf'

3: Anonymise your cover letter

Before submitting your cover letter via the application form, ensure:

- The document does not contain your name, home address or email address
- The file name contains your six-digit ID and not your name e.g. '872129 cover letter.pdf'

Any applicants who fail to comply with the name-blind process will be immediately rejected.



Monitoring: equity, diversity & inclusivity

In section 6 of the online application form, we ask all applicants to provide information about their age, gender, ethnicity, sexual orientation and disability.

The sole purpose of this data collection is to enable us to monitor the diversity of candidates applying to Heal. Our team will not see this data until the recruitment process is complete and the role has been filled, at which point we will use the data to inform and improve our EDI strategy.

All applicants are welcome to select the 'prefer not to say' option if they would rather not provide this data.

Thank you

Thank you for your interest in joining the Heal team on its mission to rewild land across England.

Good luck!

