



**EASTSIDE  
COMMUNITY  
TRUST**

# **PROJECT COORDINATOR - NATURE NEIGHBOURHOODS JOB PACK**

A PLACE OF  
POSSIBILITY

**Welcome to Eastside Community Trust. We are an award winning community organisation working in Easton and Lawrence Hill, Bristol. We run Easton Community Centre and Felix Road Adventure Playground. We are passionate about our community and putting local people in control so together we can build healthy and happy neighbourhoods.**



**EASTSIDE  
COMMUNITY  
TRUST**



“Eastside Community Trust is a great place to work, learn new skills, develop your potential and meet some great people. Our neighbourhood is diverse and we want our organisation to reflect and value that diversity across our staff team and board. If this chimes with your values and practice, then why not apply to join us and be part of building a dynamic, thriving, and inclusive community”.

**Paul Hassan, Chair of Trustee Board**

**WATCH  
OUR  
SHORT  
FILM >>**





# WORKING AT EASTSIDE COMMUNITY TRUST

We strive to be a welcoming, inclusive and interesting organisation to work for. Our team is small, hardworking and committed. We are a flexible and understanding employer and are always looking for ways to create an even better workplace culture. When recruiting new members of the team it is important that they embody our core organisational values:

- **We collaborate**
- **We listen**
- **We are kind**
- **We celebrate**
- **We experiment**
- **We are fun and playful**
- **We are honest**
- **We make decisions with equity, inclusion and sustainability at the heart of what we do**



# PROJECT COORDINATOR

This exciting new role will deliver Greening Eastside - a project aimed at creating an ecologically resilient and nature-rich city, where all communities benefit from accessible and inclusive parks, green spaces and nature close to where they live.

It has been created after Eastside was selected as one of three community groups in Bristol to receive £100,000 from the citywide Nature Together project.

The new role will coordinate all aspects of the programme, from increasing nature in our local area, engaging residents, influencing policy, and writing reports.

## We are looking for someone who:

- Is a great community organiser and partnership builder
- Knows and cares about nature and our neighbourhood
- Has experience working on nature projects with residents
- Can work independently and at pace, with a proactive approach
- Has excellent communication and administrative skills

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# THE ROLE

**Job title** Project Coordinator  
- Nature Neighbourhoods

**Hours** 22.5 per week (3 days)

**Contract term** 24 months (January 2026 -  
December 2027)

**Location** Easton Community Centre

**Salary** £31,930 to £36,050 per annum (pro rata)

**Probation** Three months

**Accountable to** Communications Manager

**Holiday entitlement** 25 days + eight bank  
holidays a year (pro rata)

**Pension contribution** Up to 7% match



# JOB DESCRIPTION

## What you will do:

- Coordinate and deliver our Nature and Cities programme (Greening Eastside) over two years. This will involve events, communication, risk assessments, hands-on practical environmental work and report writing.
- Improve Easton Community Centre and Felix Road Adventure Playground as mini nature neighbourhoods. We want to model best practice for how community spaces can be nature friendly.
- Deliver events and activities at our venues and in the neighbourhood which support the objectives of the programme.
- Work with residents to do an audit of nature in our neighbourhood and produce a resident-led plan for improving nature in the future.
- Work with residents to increase nature in small patches of land in the neighbourhood. We want residents to be better resourced to take action on nature in their neighbourhood and your role is to inspire this to happen and support resident-led change.
- Support the CEO to influence changes to policy and practice at Bristol City Council to empower more resident action in parks and green spaces.
- Be part of capturing evaluation and learning on this project to feedback to Bristol City Council.
- Be responsible for the project budget and ensuring we spend within the budget outline.
- Through your work, we want residents to recognise Eastside Community Trust as an organisation that can support them to increase nature in the neighbourhood.
- Through your work, we want people to be able to see a visible increase in nature in our neighbourhood by the end of the project.

## Equity, diversity and inclusion

Eastside Community Trust is committed to ensuring our behaviours, policies and practices promote inclusion and equity both internally as an employer and externally in our work with communities. We want a culture, which is welcoming and inclusive, and we recognise for this to be authentic and meaningful we must be intentional and focused in our actions and words. This work is difficult and takes time and we will not always get it right. All staff must be willing to engage in this work respectfully

## Experience and knowledge (in priority order)

### **A great community organiser**

You must be enthusiastic and confident working in the community and talking to lots of different people. You should have had at least two years' experience delivering community projects with residents.

### **A collaborative partnership worker who can build strong trusted networks**

By partnerships we mean working with small grassroots groups and larger citywide organisations. You must be able to negotiate and build effective working relationships.

### **Experience delivering results to tight timescales**

This is only a two-year project so we are looking for someone who is able to start delivering quickly.

### **Able to demonstrate experience working on nature issues**

We want to enthuse residents about the idea of taking action to increase nature in our neighbourhood. You must bring ideas and energy and a positive can-do attitude to getting things done. You should have at least two years' experience working on environmental issues.

### **Know our neighbourhood and appreciate its potential for greening**

Easton and Lawrence Hill are complex and dynamic places. We are looking for someone who understands our place and recognises its strengths and challenges. Given the short timescale for the project it would be a huge asset if you already had networks in this neighbourhood.

### **Communication skills and IT literacy**

This role will involve talking to a wide range of people and using written communication to campaign and inspire. We use Microsoft 365 SharePoint so you should have experience using this or be confident to learn quickly.

## Personal qualities (in priority order)

### **Share our values and culture**

Eastside Community Trust is a values driven organisation. We are looking for people who share our values of collaboration, kindness, honesty, integrity, inclusivity and playfulness.

### **Be comfortable in a fast-paced environment**

There is a lot going on at Eastside Community Trust so this role suits someone who likes a busy, dynamic and energetic working environment.

### **Someone who is able to work independently**

You will be working alone a lot of the time and must be able to do so productively and confidently. You will be part of the wider Eastside Community Trust team but this role will need someone self-driven and able to use their initiative.

### **Flexibility**

This role may require some evening and weekend working as it involves delivering events and projects for local residents. There are times when you will have to support the rest of the team and you will be expected to participate in team meetings and training.



## HOW TO APPLY

**To apply for the role** please send your CV and a cover letter

**Send completed applications** to [sam@upourstreet.org.uk](mailto:sam@upourstreet.org.uk)

**Deadline** midday on Monday 12 January 2026

**Interviews** will take place on Friday 16 January 2026

If you have any questions, or for an informal chat about the role please contact Stacy Yelland (CEO) 07922 422 156



**[eastsidecommunitytrust.org.uk](http://eastsidecommunitytrust.org.uk)**

