

Project Support Coordinator



Join a logistics and project support role on Re:Green – the first ever UK volunteer programme for Raleigh International. It is time to get out and take urgent action to drive the green recovery and address the climate emergency.



Our Volunteer Managers

As a Project Support Coordinator you are part of the Volunteer Manager team on Re:Green. Together you will be the driving force behind our projects, working with Raleigh International staff to ensure Re:Green runs smoothly and that all volunteers are safe and inspired to create change.

Project Support Coordinator (PSC)

Based at our project office for 5-6 weeks, you will carry out a range of responsibilities to ensure the effective delivery and impact of our projects. This is an essential role supporting all volunteers, whilst developing your skills and knowledge of sustainable development operations. You will:

- Collaborate with your fellow PSC to support the effective running of our projects.
- Ensure all teams have the supplies, equipment and transport they need for their projects.
- Collate content gathered from projects and liaise with the UK Communications Team.
- Deliver a range of administrative tasks relating to the day-to-day running of Re:Green.
- Develop your project support skills in a new and exciting environment.
- Gain insight into the running of sustainable development programmes and their challenges.
- Receive training with your fellow Volunteer Managers in advance of your programme and during your first week before the Project Managers and volunteers arrive.

Skills and attributes

- Leadership – confident facilitating teams and taking initiative on challenges.
- Teamwork – able to collaborate effectively and encourage contributions from others.
- Sensitivity to the needs of others – empathetic and enthusiastic about supporting young people and your fellow team members.
- Planning and problem solving – shows excellent organisational skills and time management. Methodical and thorough planner with great attention to detail.
- Flexibility and adaptability - open to different roles and changing environments, with a strong ability to multitask and work effectively under pressure.
- Positive and realistic commitment – enthusiastic about getting involved and embodying Raleigh International's values.

Eligibility and requirements

- UK based / right to work in the UK
- Pass a DBS enhanced check.
- Strong working knowledge of Microsoft Office.