

Project Coordinator

Location - Central London / Flexible

Contract - Full Time (35 hours p/w), Permanent

Start date - Ideally ASAP but flexible for the right candidate

Salary - £30,750 - £33,000 per annum, plus benefits

Deadline – Sunday 19th May 2024, 23:59

Interviews

- First interviews: Tuesday 28th or Wednesday 29th May, in person (or via video) at our central London office. This interview will include a task.
- Second interviews: W.c. 3rd June, in person (or via video) at our central London office.

To Apply: Applications via Applied: <https://app.beapplied.com/apply/fhkfeb7sfw>

Applied is a behavioural science backed recruitment platform that reduces bias, improves quality of hire and increases diversity. If you have any issues using applied or need any adaptations, please contact hello@hubbub.org.uk,

Who we are

We're Hubbub, a creative charity that's been inspiring positive environmental action since 2014. Every campaign is sparked by our passion to problem-solve and make greener choices easier and more possible for everyone – from food to fashion and from reuse to greener and more connected communities. Everyday solutions that bring people, community groups and business together to do good and create change that scales and influences far beyond the people involved. Change that shows how much is possible when we all get on board.

Our values

Give a damn about the environment

It's authentically at the heart of everything we do because we're committed to taking action on climate change and the environment. We care about the difference we make and are honest about our impact.

Curious

An interest in people, places, trends, politics and the world we live in. Asks questions, seeks knowledge and has self direction to discover the answers. An eye for detail and intuition to see opportunities. Always explores new ways to engage wider communities meaningfully.

Entrepreneurial

Leads the way. Embraces flexibility to achieve our charitable purpose. Nimble and brave enough to take risks to experiment without fear. Proud of independent spirit. Takes initiative and responsibility.



Positive and playful to connect people, catch imaginations and make people smile, because the world is serious enough.



Re-imagines everything and enables people to see things differently. Trusts intuition and brings magic to everyday. Continually challenges the way things are.



Creating ways to include everyone in climate action, breaking down barriers and making it worthwhile too. It's built into who we are and everything we do.

How we work

We do things the Hubbub way:

Scope - We care about the environment and believe the cause is bigger than the organisation. We're always thinking about the most pressing challenges and problems we can tackle. We collaborate with organisations, big and small, who share our ambition to find new ways to disrupt the status quo and inspire action that's good for the environment, and for everyone.

Discover - We're curious. We listen, observe and ask questions to gain insight and knowledge to understand the people and places we want to inspire. We use our intuition and experience to identify opportunities to instigate action on environmental issues. We build ideas based on evidence.

Create - We're a creative bunch. Our campaigns put ideas into action to raise awareness, change habits, and show that good things happen when people come together. We start with things people care about. We use behaviour change techniques, positive language and highlight the benefits. We use good design, seasonal hooks and a splash of playfulness.

Experiment - We're entrepreneurial. We have a healthy restlessness. We reinvent ways to connect with people. As we deliver campaigns we constantly experiment, measure and adapt what we do, to find out what has the biggest impact.

Scale - We start small and think big. Our campaigns ripple, scale and influence far beyond the people involved in them. We share what we discover, the good and the bad. Sometimes we give it another go to find a better way. When it works we open source our ideas so they can be replicated and scaled. We build transformation opportunities to shape systems and policy.

What you'll do

We are looking for someone to support our award-winning [Community Calling](#) project. Community Calling is a smartphone redistribution initiative whereby individuals and businesses donate unwanted smartphones which are then rehomed with digitally excluded people.

Alongside Community Calling, which will take up about half of your time, you'll also offer vital and flexible support on other Hubbub campaigns from the initial design to execution through to measuring and evaluating impact.

We're looking for a passionate, dynamic person – with a calm head for operations and logistics. You'd offer vital and flexible support at every stage of delivering a campaign. Community Calling is agile by nature, and this means the ideal candidate will enjoy working reactively as well as proactively.

A typical day could involve liaising with community groups, troubleshooting with our tech-partner, problem solving with impact data, updating our funding partner, creating engaging comms or brainstorming with other teams on other exciting new campaign ideas. The split of work would likely be 2-3 days per week on Community Calling, with the rest of the time spent working on other Hubbub campaigns.

Your tasks will include:

- Leading on the distribution of devices and materials, liaising with our tech partner to coordinate this and troubleshoot issues.
- Ongoing support for our community partners, responding to enquiries, managing expectations and being the conduit between them and our tech partner.
- Helping to increase efficiency in our processes and systems, which could include trialling new software or creating new automations.
- Assisting with the onboarding of new community groups onto the National Databank and reporting any issues.
- Helping to capture the value and impact of Community Calling using different data collection methodologies.
- Capturing compelling stories of change, setting up photo and video opportunities, and delivery of social media planning to mark announcements and milestones.
- Creating resources for community groups.
- Managing project budgets.
- Supporting with social media and online comms, including planning and copy writing and ensuring this is in the Hubbub style.
- Supporting other campaigns, including campaign design and planning, managing delivery partners, collaborating with funding partners, sticking to budgets, working together with the Hubbub designers, evaluation and reporting on the campaign impact.
- Being a team player proactively supporting other members of the team, contributing to a positive working atmosphere.
- Staying up to date on current news and trends, contributing ideas and opinions to the team, based on up-to-date insights and information.
- Our projects are geographically spread so this may involve some travel within the UK.

Who you are

- You work with empathy and understanding. Many of our community organisations are doing great things with limited time and resources.
- You think logically and practically with the ability to prioritise multiple tasks, and manage your time well.
- You love solving sticky problems.
- You are a quick thinker, and can be responsive to rapidly changing circumstances.
- You're comfortable with collecting, managing, and analysing quantitative and qualitative data.
- You're proficient with MS Office and G Suite; in particular software like Excel and Google Sheets
- You're curious. You like to explore new ways of working, new software, trends, and think about how to apply them to your work.
- You're keen to get stuck in and help out on anything and everything you can. No task is too big or too small.
- You're comfortable working without direction and enjoy the freedom to take the initiative.
- You're a good communicator and confident working with external stakeholders.
- You're aligned with our values.
- You're passionate about the environment, sustainability, and social wellbeing.

Regardless of your experience, alignment with Hubbub's values is essential.

Hubbub's success and distinctiveness rests on the quality of our people. At every stage of their career, a Hubbuber is:

- Intellectually and politically curious and engaged.
- Proud of the work they do.
- Upbeat, motivated by challenges, and tenacious in solving them.
- Creative, innovative and playful.
- Team players, sharing success and solving issues and challenges collaboratively.
- Organised, dedicated and conscientious, with fantastic attention to detail.
- Flexible, willing and able to respond to constant change and challenge.
- Committed to communicating in a way that is compelling, clear, accurate and accessible.

If your experience looks a little different from what we've identified, and you think you can bring value to the role, we'd love to learn more about you!

What you'll get

- **Holiday** - 25 days per year, plus bank holidays. Our office also closes for around 2 weeks at Christmas which is additional to annual leave, and if you hang around for 5 years, we offer an additional 4-week paid sabbatical.
- **Pension** - 5% employer pension contribution, with an ethical pension provider.
- **Flexible working** - Hubbub operates a flexible working policy whereby staff can work from home when they chose. We trust our team to do a good job and be committed, and how they do that is up to them! Our core hours are 10am-4pm, but we are flexible to suit people's needs. Flexible working also includes any reasonable adjustments required to enable each person at Hubbub to work to the best of their abilities.
- **Optional remote working** - We also know great talent isn't just based in London so we support remote working, with the understanding you will need to come to the London office for some important dates, and to attend away days.
- **Training and Development** – We're committed to the development of our team. We have an agile goal setting process with clear lines for progression. We offer ongoing professional development through our training partner, [You Can Now](#).
- **Away Days & Socials** – We all get together twice a year for Away Days, which often includes a fun overnight stay at an eco-resort in the English countryside. Once a month we have socials arranged by the team ranging from repair workshops and film nights to scavenger hunts and wild swimming.
- **Wellbeing** – Our residency at Somerset House allows us access to free counselling sessions for all of Hubbub staff.

Equality statement

Hubbub is committed to providing equality of opportunity both in employment and access to our programmes, events and activities. This means that:

- For all job opportunities and progression, job applicants and employees will receive equal treatment regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- The above equally applies to access to development and training opportunities.
- All programmes will be designed to be actively inclusive and accessible to all people.



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