



Programme Coordinator - Education & Technology

Location: Remote/Hybrid (Hastings or South Downs National Park)

Salary: £28,000–£32,000 pro-rata (dependent on experience)

Contract: Part-time (2 days/week), 12-month fixed term (with potential to extend)

Start Date: August/September 2025

Reports to: Director

Application Deadline: Sunday 10th August

Interview Date: 14th-15th August

About Naturebytes

Naturebytes is an award-winning non-profit reconnecting people with nature in exciting new ways. We blend environmental education, hands-on technology, and outdoor adventure to help communities rediscover the wild spaces around them. From seal surveys to building wildlife cameras and digital storytelling, our projects empower young people to take climate and conservation action while developing confidence, digital skills, and wellbeing.

Our small, dynamic team of educators, technologists, and conservationists collaborates with tech companies, national parks, schools, families, and youth organisations to break down barriers to environmental access and changemaking. We are currently expanding our offer in East Sussex and developing a flagship Naturebytes Hub at the Seven Sisters Country Park.

About the Role

We're looking for a highly organised and enthusiastic Programme Coordinator to support the delivery and growth of our education, technology, and youth engagement programmes. This exciting new role will support three core areas:

1. **Active Nature programme** – coordinating weekly outdoor sessions involving tech, exploration, and climate action for young people aged 12–16.
2. **Product development & launch** – supporting our conservation and education technology product development, launch, and promotion.
3. **Growth of our education programme** – supporting the establishment and development of the Naturebytes Hubs in nature reserves.



You'll work closely with the Director, delivery team, and key partners including schools, conservation organisations, and nature reserves. This is a hands-on coordination role involving both delivery support and strategic administration. It includes supporting the coordination of staff and volunteers, budget tracking, promotion, and helping shape the growth of a unique environmental education model.

We strongly encourage applications from all backgrounds and celebrate the value of having a team of employees with diverse skills, experiences, and heritage.

Key Responsibilities

Programme Coordination

- Support the delivery of the *Active Nature* sessions, including scheduling, logistics, and volunteer support.
- Manage bookings, venues, equipment, and documentation to ensure smooth weekly and seasonal delivery.
- Track budgets, assist with financial reporting, and ensure project compliance.
- Act as a point of contact for schools, partners, and families involved in programmes.

Technology & Education Innovation

- Assist the development, testing, and launch of Naturebytes' wildlife camera and education programmes.
- Collaborate with our designers and suppliers to create user-friendly products and educational materials.
- Support education groups using new products and services.

Strategic Development & Communications

- Work with the Director to prepare grant applications and track deliverables.
 - Enhance communication and coordination workflows across our teams.
 - Help produce engaging promotional content, impact reports, and school/partner resources.
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Person Specification

Essential

- Experience coordinating projects or programmes in education, environmental, or youth sectors.
- Strong organisational skills with attention to detail and ability to manage budgets.
- Excellent written and verbal communication skills.
- Experience using digital project management, budget tracking, and communication tools.
- Comfortable liaising with schools, public bodies, and community groups.
- A collaborative, proactive mindset and the ability to work independently in a small team.

Desirable

- Knowledge of UK school or youth networks.
 - Experience in syllabus design and development.
 - Experience delivering UK school curricular or extra-curricular activities.
 - Familiarity with digital and environmental technologies (e.g. Raspberry Pi, wildlife cameras).
 - Skills in communications, social media, community outreach, or marketing.
 - Full UK driving licence and access to transport.
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What We Offer

- The opportunity to help shape a growing youth, tech, and education organisation.
 - Flexible working in a part-time role within a collaborative and supportive team.
 - Employer pension contribution.
 - A role that combines the outdoors, education, community partnerships, and emerging tech.
 - Ongoing training and development opportunities.
 - Involvement in exciting, high-impact youth and environmental programmes.
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To Apply

Please send your CV and a one-page cover letter explaining your relevant experience and what excites you about this role to: info@naturebytes.org
Applications will be reviewed on a rolling basis. Early applications are encouraged.