



Invitation to Tender

Pledge Coordination Contract – Pledge for Nature!

North Devon Biosphere Foundation

Paid • Part Time • Fixed Contract

Target fee for year 1: £19,200 (incl. VAT if applicable) for 4 days per week

Closing date: 22nd September 2019

The North Devon Biosphere Foundation is a registered charity dedicated to furthering the aims of the North Devon UNESCO Biosphere Reserve Partnership.

About the contract

We are seeking a highly motivated and energetic contractor to coordinate and catalyse the Pledge for Nature! project across the North Devon's UNESCO Biosphere Reserve. This new initiative, supported by the National Lottery Heritage Fund, aims to galvanise grassroots action to save North Devon's world class environment for future generations. You will work with Biosphere partners to develop and oversee calls to action that engage the community in on-line pledges to assist nature's recovery. You will report to and work closely with a project Steering Committee, with day to day contract management from the Biosphere Reserve Coordinator.

About you

As the coordinator of Pledge for Nature!, you will need project delivery experience and a high degree of independence to turn the strategic vision of the project into reality. You should have a passion for nature conservation and experience of countryside management techniques, as well as excellent communication and influencing skills to inspire and engage partners and motivate volunteers. You will reach out to the community through social and other media and direct networking, as well as managing the project web site on which pledges will be recorded and technical guidance given. You will therefore need strong communications, marketing and IT skills.

You will also need to be well organised and able to manage the project budget and financial records and prepare reports to sponsors and partners. Knowledge of North Devon will be advantageous, and you will need a driving license and be able to travel as required.

Tender

[Find out more](#). We welcome tender submissions from all sections of the community.