



Membership & Communications Officer (Volunteer) London Environmental Educators' Forum

About LEEF

London Environmental Educators' Forum (LEEF) is London's professional network for environmental educators. Our members are committed to improving the quality and quantity of environmental education delivered across the capital. We work together to deliver [training](#), [workshops](#) and [seminars](#) to enhance skills, spread best practice and build connections. We also advertise job vacancies, promote [events](#), and disseminate research. **Our goal is to make London a world leading city for connecting urban people with nature and sustainability.**

Role Description

We're looking for a creative and organised individual to help with the administration and development of LEEF, with a focus on membership and communications. Working alongside the LEEF Manager, you'll gain hands-on experience of project administration in the environment sector, and insight into the day-to-day operations of a small charity. LEEF has a membership of 300 environmental educators and as such you'll have the opportunity to develop your contacts in the field, with the chance to visit member organisations and take part in events and training. **This role would suit someone that is passionate about environmental issues and education, and/or seeking a route into this area of work.** It would also suit someone wishing to gain experience in charity management.

Hours, Location and Expenses

Hours: 1 day per week, based in SE London office, with occasional travel to other sites. This is an unpaid role. All travel expenses between Zones 1-6 and lunch will be reimbursed up to an agreed daily rate.

Person specification

- Enthusiasm and willingness to learn (Essential)
- Interest in environmental education / outdoor learning / learning for sustainability (Essential)
- Experience with social media, in particular Twitter, Facebook and Instagram (Essential)
- Good communication skills, especially when dealing with enquiries (Essential)
- Experience editing websites and e-newsletters (Desirable)
- Experience of organising or assisting with events / workshops (Desirable)

Key tasks

- Help with the promotion and organising of training and networking events

- Promote LEEF activities and items of interest via our discussion board and social media channels
- Assist with the development of our website & publicity materials
- Respond to LEEF membership queries enquiries
- Update and maintain our membership database
- Identify and contact potential new members

How to apply: Please send a CV and cover letter to Julia Minnear: leef@leef.london

Deadline for applications: 31st October 2018