Job title	Environmental Justice Delivery and Development Manager
Fee	Total contract value: £19,965 for the six-month assignment, based on Wen's equivalent full-time annual salary benchmark of £39,930. Payment will be made monthly in arrears against valid invoices, in accordance with the agreed payment schedule.
Contract	Freelance/Contract Position: From October 2026 to 31 March 2027
Location and Time Commitment	This is a predominantly on-site freelance assignment requiring a minimum commitment of 35 hours per week across five days. The nature of the work requires regular in-person delivery across Wen's Shoreditch office, the Limborough Hub, and community delivery venues across the UK, as necessary.
Contract Manager	Head of High Value Fundraising, Programmes and Partnerships (proposed; to be confirmed).
To apply	Please send a CV and cover letter to jobs@wen.org.uk
Deadline	Friday, October 30th
Interview	Rolling interviews via MS Teams.

ABOUT WEN

We are an environmental charity working on issues that connect women, health, equity and environmental justice. We take an intersectional feminist approach to tackling the climate and nature emergencies.

We support women and communities in taking climate action, amplifying racialised and marginalised women's voices, and advocating for systemic change. We cultivate grassroots projects, connect women to nature, create blueprints for just food

systems and put gender and intersectional equality at the heart of the green economy.

We were the first charity to connect gender, health, equity and environmental justice. Since our radical beginnings in 1988, Wen's groundbreaking campaigns have tackled issues from air pollution and plastic packaging to toxic chemicals in menstrual products and cosmetics.

Our vision	Our mission	Our values
A world where women, communities and the planet flourish because our society is equitable, collaborative and caring.	To work collectively to create viable alternatives to oppressive systems, to end the exploitation of women and the natural world.	• Equity • Collaboration • Care • Intersectional Eco-feminism

WORKING AT WEN

As an intersectional feminist charity, we live and breathe our values of care, equity and collaboration.

The Wen team is friendly, open and passionate about our cause and the communities we work in. Our office is based just off Brick Lane in Shoreditch, and we also have another hub in Mile End, where we hold our team meetings and share lunch. We also have a weekly online check-in meeting every Tuesday morning.

As a feminist organisation, we take a participatory approach to decision-making. One way we do this is through our 'feminist leadership model', with a leadership circle comprising delegates from the team, senior management, and the Directors who hold overall responsibility for Wen, including managing organisational risks and delivering on our strategy. We have regular team meetings and check-ins to ensure communication across the organisation. There are always opportunities to get involved in Wen events, including our food-growing projects, which are always fun.

ABOUT THE ROLE

Deliver agreed projects and activities across Wen's six strategic priority areas, combining project management, hands-on community delivery and funding development. Work may include Climate Sisters, Limborough Hub, policy development and other Wen programmes. Each postholder will own defined deliverables, delegated budgets and deadlines, working with colleagues rather than being attached exclusively to one programme.

DUTIES AND RESPONSIBILITIES

Project delivery. Plan and manage allocated projects and workstreams, meeting agreed outcomes and deadlines and resolving or escalating delivery risks.

Facilitation. Design and personally deliver inclusive workshops, training, events and practical community activities, using participatory approaches.

Community participation. Work with participants and local groups to shape activities, widen involvement and address barriers to participation.

Partnerships. Build productive relationships with community partners, stakeholders and funders, honouring commitments and keeping colleagues informed. Maintain accurate stakeholder and partnership information using Wen's agreed systems.

Funding applications. Identify relevant opportunities and write evidence-based, costed funding applications with fundraising colleagues, securing approval before submission.

Budgets. Manage delegated project budgets, track expenditure and forecasts, and record time and costs accurately against agreed funding allocations.

Research and evaluation. Capture and share programme outcomes, undertake focused research, gather participant feedback and assess outcomes. Support organisational learning, communications activity, improve delivery and inform funding and policy work.

Reporting and shared knowledge. Produce clear progress and funder reports; work with colleagues to identify different stakeholders and audiences, share programme updates and plan promotional activity. Maintain shared project records, resources and handovers so colleagues can use the information.

Team delivery. Work across programme teams and coordinate allocated volunteers, interns and delivery contributors, providing clear briefs and practical support.

Safe and responsible practice. Apply Wen's safeguarding, health and safety, data protection and financial procedures, completing activity risk assessments and escalating concerns promptly.

SCOPE AND ACCOUNTABILITY

A single line manager will agree priorities and review project allocations within this job description and Grade 4. This is a project-delivery role, not general administrative cover or organisation-wide strategic leadership.

PROPOSED WORKING ARRANGEMENTS

The proposed normal pattern is five days on site each week, across Wen's office in Club Row, Limborough Hub and community delivery venues across there UK. Occasional evening and weekend work will be agreed in advance.

PERSON SPECIFICATION

Essential Experience and Knowledge

- Experience of managing projects or substantial workstreams and delivering agreed outcomes to deadlines.
- Experience of designing and facilitating inclusive workshops, training or activities with diverse communities.
- Ability to write persuasive funding applications or project proposals, supported by evidence, clear activities and realistic costings.
- Experience of managing budgets, monitoring expenditure and identifying financial pressures early.
- Strong stakeholder and relationship-management skills, with confident, accessible communication across different audiences.
- Ability to gather and interpret research and participant feedback, produce clear reports and handle information accurately and confidentially.
- A collaborative approach: sharing knowledge, supporting colleagues and coordinating others' contributions to agreed work.
- Good judgement and organisation, with the ability to work independently, balance priorities and raise issues early.
- Ability to learn new subjects and systems quickly and use every day digital tools, including spreadsheets and shared project records.
- A genuine interest in environmental and social justice, with a commitment to Wen's intersectional feminist approach and values of care, equity and collaboration.

Relevant experience may come from paid employment, voluntary roles or community work.

ABOUT THE RECRUITMENT PROCESS

We particularly encourage applications from People of Colour/People of the Global Majority, LGBTQI+ people, people with disabilities, and those who identify as working-class/ from low-income backgrounds or who have done so in the past. This is because these groups are currently underrepresented in the environmental sector. Where two or more candidates are judged to be of equal merit, priority may be given to a candidate who belongs to a group less represented at Wen.

We welcome people to apply even if they do not meet every single one of the person specification criteria: we are very aware that people, in particular those who are racialised and/or experience structural oppression may not have had formal opportunities to demonstrate their skills.

Wen is committed to anti-racism and inclusive intersectional feminism which acknowledges how race, class and sexuality intersect with gender in our day-to-day lives. Wen is open to all genders and is actively working towards being a trans-inclusive organisation.

To apply for this role please send a CV and cover letter to jobs@wen.org.uk. Please ensure your application clearly demonstrates how you fulfil the person specification, as Wen assesses applications based on this.

Let us know if there are any reasonable adjustments you'd like us to make in the application and interview process because of a disability, health issue or neurodivergence.

If you have any questions about the role or the application process, please email jobs@wen.org.uk We are happy to talk about the role with you in more detail, and having questions now will not count against you in the interview.

The successful candidate will be required to comply with Wen's safeguarding policies, and any appointment will be subject to satisfactory DBS checks and references.

Find out more about Wen on our website and social media:

- Online: www.wen.org.uk
- Instagram: @Wen_UK
- LinkedIn: www.linkedin.com/company/women's-environmental-network