

REAL NAPPIES FOR LONDON PROJECT OFFICER

Salary:	£12,702 per annum, pro rata (£31,756 FTE)
Contract:	Permanent
Hours:	Part-time, 14 hours per week
Location:	Hybrid - based at Wen's office, 20 Club Row, London E2 7EY, with remote working online and travel across London for events.
Reports to:	Real Nappies for London Project Manager
To apply:	Please complete an application form and equal opportunities form and send to jobs@wen.org.uk
Deadline:	23:59, Monday 20 th January 2025
Interviews:	Week commencing 3 rd February 2025

About Wen

Wen is the Women's Environmental Network. We are an environmental charity working on issues that connect women, health, equity and environmental justice. We inspire people to act for a healthier planet.

We support women and communities to take action, amplifying racialised and marginalised women's voices, and advocate for 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 is a world where women, communities and the planet flourish because our society is equitable, collaborative and caring.

Working at Wen

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

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 monthly team meeting with a shared lunch. We also have a weekly online check-in meeting every Tuesday morning.

About the Role

Real Nappies for London is a pan-London waste prevention scheme working with Local Authorities and Waste Authorities to provide information to parents and carers about reusable alternatives to disposable nappies. The project operates a voucher incentive scheme that offers residents living in participating London Boroughs, who have a baby under 18 months or are expecting one, with a reusable nappy voucher worth up to £70.

We are looking for someone to help administer our voucher incentive scheme and drive our outreach efforts as part of the Wen team.

Job Description

Role and Responsibilities

- Processing and following up with reusable nappy voucher applications.
- Liaising with applicants and responding to public enquiries by telephone and email, ensuring accurate records are maintained.
- Monitoring redemption of vouchers and retention of reusable nappy use.
- Maintaining the Real Nappies for London database, website and social media accounts, including content creation and updates.
- Assisting in the creation and distribution of promotional materials, such as leaflets and newsletters.
- Planning and leading on reusable nappy events across London. This may involve working some weekends.
- Supporting the Project Manager with promotion of the Real Nappies for London scheme and the benefits of reusable nappies in general through digital campaigns, in-person advocacy, and broader community engagement.
- Providing secretariat duties at quarterly Real Nappies for London Steering Group Meetings.
- Supporting the Project Manager in organising and coordinating promotional activities and communications specifically for Reusable Nappy Week, an annual national awareness campaign typically held in April.
- Providing general assistance and event support to Wen when required.

Person Specification

Essential Experience and Knowledge

- Excellent written and verbal communication skills, with the ability to maintain an effective and professional telephone manner.
- Strong personal organisation and time management skills, capable of prioritising tasks and meeting deadlines.
- Methodical approach and attention to detail in handling administrative tasks and data management.
- Proficient IT skills, including a solid grasp of Microsoft Office and Teams.
- Experience managing social media accounts and creating engaging promotional content.
- Proven experience delivering events to the public.
- Strong understanding of confidentiality and data protection, with the ability to handle sensitive information appropriately.
- Experience in developing and maintaining information systems.
- Familiarity with reusable nappies and a good understanding of their benefits.
- A passion for sustainability and advocating environmentally friendly practices.
- Demonstrated experience taking an inclusive, intersectional feminist approach to work

Desirable Experience and Knowledge

- Direct experience using reusable nappies, demonstrating knowledge of their practical use and advantages.

Salary

£12,702 per annum, pro-rata at 14 hours per week (£31,756 full-time equivalent).

Key Benefits

25 days annual leave and all bank holidays, pro-rata.

- Pension scheme, contributing 6% of salary.
- Employee Assistance Programme.
- Flexible and hybrid working available.
- Access to training and development opportunities.

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.

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 fill in the application form and the equal opportunities form. We will be marking your application based on how you fulfil the person specification. Make sure your statement answers the points on the person specification.

Let us know if there's any reasonable adjustments you would like us to make in the application and interview process because of a disability or health issue. 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](https://www.instagram.com/Wen_UK)
- X: [@Wen_UK](https://twitter.com/Wen_UK)
- Facebook: [@WEN.UK1988](https://www.facebook.com/WEN.UK1988)