Comics Youth CIC
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Project Coordinator

Green Futures Collective

Location:	Comics Youth CIC HQ – Make Hamilton, Hamilton Square, Birkenhead. The role will involve delivery across the Liverpool City Region, alongside occasional travel to Environment Agency operational sites for workshops, workplace visits, meetings and project events.
Responsible To:	Comics Youth CIC Management Team, with day-to-day supervision provided by an allocated line manager. The postholder will work closely with the Environment Agency and other project partners
Contract Duration:	Fixed-term contract for 24 months, funded through the Co-op Foundation's Green Opportunities Fund.
Hours:	37.5 hours per week, normally Tuesday to Saturday, with flexibility required for occasional evening activities, partner meetings, travel and project events.
Flexible Working Arrangements:	This is primarily a face-to-face role based at Comics Youth CIC HQ and project delivery locations. We recognise the importance of flexibility and will consider occasional home working for suitable duties, including administration, planning and reporting, where this can be accommodated alongside youth-facing delivery and project commitments. Travel to UK locations will be planned in advance wherever possible, with reasonable adjustments and accessibility needs considered.
Salary:	Real Living Wage (£27, 495 from the 1st of May 2027)
Holiday Allowance:	210 hours of paid annual leave (equivalent to 28 days based on a 7.5-hour working day), plus Bank Holidays. Holiday entitlement will be calculated proportionately for any partial leave year.

About the project

Green Futures Collective is a two-year, youth-led programme delivered by Comics Youth CIC in partnership with the Environment Agency. It will help young people aged 14–20, especially those underrepresented in environmental careers, discover the breadth of opportunities in the green economy, see themselves reflected in those careers and take practical next steps.

Young people will explore flood resilience, biodiversity, nature recovery, environmental monitoring, engineering and climate adaptation through creative workshops, interviews with professionals, site visits and specialist learning pathways. Paid Youth Climate Leaders will co-design and lead two creative campaigns: Green Careers You Never Hear About and Future Climate Leaders. The programme combines youth leadership, creative storytelling, employer engagement and supported progression.

Role overview

We are looking for a skilled and approachable Project Coordinator to organise the day-to-day youth-facing delivery of Green Futures Collective. You will recruit and support paid youth leaders and ambassadors, facilitate meaningful co-production, coordinate creative campaigns and help young people access Environment Agency professionals and progression opportunities. You will work closely with the management team, creative practitioners and partner organisations, ensuring activity is inclusive, safe, well organised and informed by young people's decisions.

This is a hands-on youth work and coordination role, not a requirement to be an environmental scientist or qualified careers adviser. Comics Youth management retains responsibility for programme strategy, budget, senior partnerships, safeguarding oversight and funder reporting.

About Comics Youth CIC

Comics Youth CIC is a youth-led creative organisation supporting children and young people, particularly those who face barriers to mainstream opportunities, to tell stories, build community and influence the systems affecting their lives. Through comics, zines, gaming and creative advocacy, we create accessible spaces where young people can develop confidence, skills, leadership and meaningful opportunities.

Benefits of working with us

- Flexible working arrangements where compatible with delivery
- Personal development planning, paid training and continuing professional development
- Wellbeing and supervision support
- Inclusive, lived-experience-led working culture

- Paid lunch breaks and contractual annual leave with bank holiday arrangements confirmed at offer stage
- £200 wellbeing grant each year

Main tasks and responsibilities

Youth recruitment, access and leadership

- Recruit, induct and support eight paid Youth Climate Leaders and eight paid Youth Ambassadors each year (16 of each over two years), prioritising young people facing barriers to green careers.
- Coordinate accessible outreach, selection, induction, participation agreements and appropriate payment processes.
- Undertake individual access conversations, plan reasonable adjustments and arrange travel, communication and wellbeing support.
- Facilitate at least 12 structured Youth Climate Leader development sessions each year, helping young people influence programme priorities, decisions, messaging and evaluation.
- Support shared decision-making and document how youth recommendations shape the programme, including feeding decisions back to participants.
- As part of the wider Comics Youth team, the postholder may occasionally support or provide cover for other youth-facing sessions and activities where there is an operational need. This will take into account project priorities, capacity and relevant skills, and undertaken within contracted working hours.

Creative campaigns and co-production

- Coordinate the development and launch of two youth-led campaigns, from research and interviews to creative production, peer testing, editorial review and public dissemination.
- Support young people to interview environmental professionals, consult peers and turn findings into authentic messages about careers and representation.
- Coordinate Comics Youth artists, designers, animators and commissioned practitioners; manage production timetables, briefs, feedback and approvals.
- Ensure young people have genuine editorial influence, appropriate credit and informed consent for use of their work and stories.

Green careers discovery and progression

- Coordinate school assemblies, introductory workshops, talks, recorded careers content and community outreach with partner organisations.
- Organise specialist exploration in climate resilience and flood defence, environmental monitoring and science, and nature recovery and biodiversity.

- Work with Environment Agency colleagues to arrange workplace and site visits, mentoring, career clinics and experience opportunities, including accessible travel and participation arrangements.
- Help interested young people identify realistic next steps and connect to appropriate training, volunteering, work experience or further opportunities; refer specialist careers advice where needed.

Partnerships and collaborative delivery

- Maintain positive working relationships with Environment Agency contacts, schools, youth organisations, community partners and creative practitioners.
- Coordinate speakers, visits, safeguarding and access arrangements, schedules, venue information and communications.
- Support reciprocal learning so that employers hear and respond to young people's perspectives on barriers to environmental careers.
- Attend project planning and learning meetings, raising emerging delivery risks and opportunities with management.

Safeguarding, inclusion and professional practice

- Follow Comics Youth safeguarding policies and act promptly on concerns, recording and escalating to the Designated Safeguarding Officer; do not independently investigate disclosures.
- Maintain appropriate professional boundaries, confidentiality, safe communication and accurate consent and participation records in line with data protection requirements.
- Embed trauma-informed, anti-discriminatory and neurodivergent-friendly approaches in group work, travel, public events and employer visits.
- Complete risk assessments and agreed procedures for off-site activities, with management oversight and partner coordination.

Monitoring, evaluation and administration

- Maintain delivery calendars, attendance, participation, access and progression records, and organise resources and session logistics.
- Support baseline and follow-up evaluation, youth reflection and feedback, and record progression between discovery, specialist learning and workplace opportunities.
- Contribute evidence, case studies and learning to internal updates, evaluation and funder reports prepared by management.
- Help document what works, what changes and what other organisations can learn from the programme.

Working as part of the Comics Youth team

The organisation operates Tuesday–Saturday to reflect when young people can participate. Saturday delivery is a normal part of this post. As part of a small team, you may occasionally provide appropriate support to other youth sessions, with reasonable notice, agreed

priorities and time-off arrangements. Additional evening work will be planned and managed rather than assumed.

Person specification

Essential skills and experience

- Experience supporting or facilitating activities with young people, through paid, voluntary, educational, community or creative settings.
- Ability to plan and coordinate multiple activities, meet deadlines and maintain clear and accurate records.
- Strong facilitation, communication and relationship-building skills with young people and external partners.
- Understanding of meaningful youth participation, co-production and how to support young people to make decisions rather than simply consult them.
- Commitment to inclusive, accessible and anti-discriminatory practice, including supporting disabled, neurodivergent and otherwise marginalised young people.
- Awareness of safeguarding responsibilities, professional boundaries and when to escalate concerns.
- Interest in climate action, green careers, comics, creative storytelling or youth-led campaigning, and willingness to learn.

Desirable skills and experience

- Experience in youth social action, creative campaigning, comics, zines, animation or digital storytelling.
- Experience coordinating school or community outreach, workshops, events or external practitioners.
- Experience of employer engagement, careers progression, mentoring or work experience coordination.
- Experience of environmental, climate or sustainability projects.
- Experience collecting participation, outcomes or evaluation evidence.

How to apply

Applications are open now and close at 5pm on Thursday 26 November 2026.

Please send your **CV and cover letter** to **richard@comicsyouth.co.uk**, telling us why you're interested in the role and what you'd bring to Green Futures Collective.

***Apply in the way that works for you*.** We welcome written, audio, video, visual or other accessible application formats. You won't be disadvantaged for choosing a different format, and we'll assess everyone against the same role criteria.

We welcome requests for reasonable adjustments, alternative formats and conversations about access needs at any stage. You don't need to disclose a diagnosis or personal circumstances to ask for support.