



Leverhulme Centre
for Nature Recovery

Events and Special Projects Coordinator

Leverhulme Centre for Nature Recovery

Contract: 12-week casual contract, 50% FTE

Grade: 6.1 (£17.83 per hour)

Reports to: Events and Communications Manager (Carlyn Samuel) and Centre Manager (Stephen Thomas)

Location: Oxford, with flexible working arrangements (some core in-office time required)

You must have the right to work in the UK

To apply, please send CV and cover letter to Nature Recovery

<naturerecovery@ouce.ox.ac.uk> with the subject: *Events and Special Projects Coordinator*

Deadline: April 11th

About Us

The Leverhulme Centre for Nature Recovery (LCNR) is at the forefront of research and action to restore nature at scale. We bring together experts from across disciplines to explore how to create a world where people and nature thrive together. We are a dynamic and friendly team, passionate about our work and committed to supporting each other.

The Role

We are looking for an enthusiastic and highly organised **Events and Special Projects Coordinator** to support the Centre's busy events programme, play a key role in major projects, and help disseminate our research to key audiences. This role is ideal for someone who thrives in a fast-paced environment, enjoys creative problem-solving, and wants to be part of a team that is making a real impact.

Key Responsibilities

- **Events Coordination:** Assist with the planning, promotion, and on-site support of our events programme, ensuring seamless execution.
- **Major Finance Event:** Take a leading role in coordinating a high-profile finance event, liaising with stakeholders, managing logistics, and ensuring key deliverables are met.
- **Nature@Oxford Initiative:** Support coordination of actions and outputs, follow up with stakeholders, and contribute to the development of an action plan and strategic funding proposal.



- **Festival Planning:** Assist in the internal planning and coordination of a major nature festival in 2026, helping to shape an ambitious and impactful event.
- **Knowledge Exchange & Research Dissemination:** Support activities that share our research with wider audiences, ensuring accessibility and engagement.

About You

We are looking for someone who:

- Has **experience in events coordination**, ideally in a university or research setting.
- Possesses **excellent communication and writing skills**, with the ability to engage a range of stakeholders.
- Is a **proactive problem-solver**, adaptable and creative in overcoming challenges.
- Has strong **organisational and project coordination skills**, able to juggle multiple priorities effectively.
- Works well both independently and as part of a team, with a **positive and collaborative approach**.
- Knowledge of **university processes and venues** is a bonus but not essential.

What We Offer

- A supportive and friendly team that values your input and ideas.
- The opportunity to work on exciting, high-impact projects that contribute to nature recovery.
- Flexible working arrangements to suit your schedule, with some core in-office time.
- A role where your problem-solving skills and creativity will be valued and encouraged.

If you're passionate about nature recovery, skilled in event coordination, and excited about making a difference, we'd love to hear from you!