



## Research and Projects Assistant

1-year Fixed Term Contract

50% FTE

Working from home (in the UK)

Annual salary: £30,000 *pro rata*

### ABOUT US

The [Environmental Funders Network](#) (EFN)'s vision is an effective, flourishing ecosystem of environmental philanthropy that is supporting people and the planet to thrive together. Our mission is to cultivate knowledge and relationships that enable environmental philanthropy to step up its impact in response to the climate and nature emergency.

We provide tailored support across the funding community to strengthen their work – whether that's within our membership network for funders and advisors, or in our forum for fundraisers. We share knowledge, expertise and research; foster connections; and work to motivate and support those not yet funding environmental causes to give. Further information can be found in our [2024 Annual Report](#) and our [2025 Strategy](#).

EFN works across the UK, engaging with funders based in England, Wales and Scotland. Those funders are active in supporting a wide range of environmental organisations and initiatives both in the UK and around the globe. The organisation has over 1,000 funder participants and 1,800 participants in our fundraiser forum.

### HOW WE WORK

We are a fully remote team and pride ourselves on maintaining a culture of kindness, trust, inclusion and mutual respect. We are mindful of work-life balance and offer flexible working patterns wherever possible, including around childcare, health needs, and other responsibilities. We support asynchronous working with a small number of fixed meeting times to ensure strong collaboration and alignment. Occasional in-person attendance is expected for key meetings and events – we aim to accommodate individual circumstances and balance this with in-person working.

### ABOUT THIS ROLE

The **Research and Projects Assistant** is a new role supporting EFN's strategic projects and research, and would suit someone looking to build their experience in these areas. The post-holder will play a key role in helping to deliver projects and research that aim to improve how environmental funding is coordinated and distributed.

The role will involve supporting a range of projects across research, grantmaking practices, and digital tools/platforms. The exact mix of work will evolve over time, but is likely to include contributing to major research outputs (including EFN's [Where the Green Grants Went](#) series), supporting the development of sector tools, and assisting with collaborative funding initiatives.

This is a hands-on role suited to someone who enjoys working with data and information, thinking creatively, and ensuring that high quality projects are delivered efficiently.

The successful applicant will be line-managed by [Dr Sophia Cooke](#), EFN's Strategic Initiatives Lead, who can be contacted at [sophia@greenfunders.org](mailto:sophia@greenfunders.org).

## KEY RESPONSIBILITIES

- Support data analysis and contribute to written outputs for EFN research projects, including *Where the Green Grants Went* series.
- Lead smaller research tasks to inform EFN's work, including analysis of our international audiences and engagement.
- Support the development and improvement of digital tools to map and support EFN networks.
- Contribute to the relaunch of a collaborative funding initiative, helping to test design options and monitor progress.
- Provide flexible support across our portfolio of projects focused on the effectiveness of environmental philanthropy.
- Organise meetings, prepare materials, and capture key actions where needed.

## ABOUT YOU

We are looking for someone who is highly organised, detail-oriented and proactive, with experience in research and a strong interest in environmental issues and/or philanthropy. This role involves supporting a range of projects, so being able to keep track of tasks and information will be important.

### Essential

- Strong research and analytical skills, including the ability to work with large datasets.
- Excellent organisational skills and ability to manage multiple tasks and deadlines.
- High level of accuracy and attention to detail.

- Clear and concise written communication skills.
- Ability to work independently and follow through on tasks.
- Advanced IT skills, including online meeting platforms.
- Familiarity with environmental issues and the non-profit sector.
- A self-starter who is comfortable working remotely and managing their own workload within a small, part-time team.
- A commitment to EFN's mission and [JEDI commitments](#).

### Desirable

- Experience of writing reports for diverse audiences.
- Experience of monitoring, evaluation and learning (MEL) processes.
- Experience with AI, coding (e.g. Python), and building or testing digital platforms.
- Familiarity with philanthropy and grant-making processes.

We recognise that candidates may not meet every requirement listed, and we welcome transferable skills and varied career paths.

## TERMS & CONDITIONS

- **Contract:** Fixed Term Contract for one year, subject to a six-month probationary period.
- **Hours:** 0.5 FTE/2.5 days a week (17.5 hours) to include Tuesday and ideally the remaining hours to be across Monday-Thursday. For any extended hours worked through event or travel time, time off in lieu (TOIL) will be provided.
- **Salary:** £30,000 pro rata
- **Location:** Working from home (in the UK) with occasional travel to London and other parts of the UK for team days and events.
- **Equipment provided:** laptop, IT support, allowance for homeworking etc.
- **Holidays:** 25 days per year (plus bank holidays), pro rata
- Other benefits:
  - Flexible working options
  - 7% employer contribution to pension

- Learning and development opportunities
- Working from home allowance

If you require any adjustments to the application process or to the role itself (for example due to a disability, neurodivergence, or caring responsibilities), please let us know—we are committed to making this process as accessible and supportive as possible.

**Please note:** By the start of any employment with EFN, you must have the right to work in the UK and documentary evidence to support this. EFN is unable to sponsor work visas.