

# Project Coordinator at Hubbub

## Summary

**Location** – Hybrid/Central London, minimum 1-day per week in the office

**Contract** – 12-month Fixed Term Contract

**Working hours** - Full-time (35 hours p/w), open to 4-days (28 hours p/w)

**Salary** - £35,350 per annum (or pro-rata)

**Start date** – Ideally August 2026

**Deadline** – Sunday 14<sup>th</sup> June 2026

### Interviews:

- First interviews w.c. 22nd June in person at our Central London office, with a short task.
- Second interviews w.c. 29<sup>th</sup> June in person at our Central London office.

**To Apply** - Applications via Applied -

[Applied](#) is a behavioural science-backed recruitment platform that reduces bias, improves quality of hire and increases diversity. If you have any issues with using Applied or need any adaptations to the application, please contact

[hello@hubbub.org.uk](mailto:hello@hubbub.org.uk).

## Application Guide

[Here's a short guide](#) to make the application process easier. **You don't need to read this entire guide to apply.** Feel free to skim or skip to the sections that interest you. It's just here to help, if you need it.

## Who we are

**Hello, we're Hubbub.** We're an environmental charity making sustainability second nature. We work with organisations who know they can't afford to stand still on sustainability and believe in the potential for creative ideas to make a difference. We help our partners to:

- Design and deliver **behaviour change programmes** with measurable results
- Get cut-through on their campaigns, with award-winning **design and communications**
- Create strong **community partnerships** that drive local change and build brand trust
- Nurture a culture of sustainability through **employee engagement**
- **Measure and communicate the impact** of their sustainability work, so they can share their progress with confidence

## Our Values





## The Role

Hubbub is looking for a passionate, dynamic person to join our busy team to support the delivery of a range of positive and playful environmental campaigns. You'd offer vital and flexible support at every stage of delivering a campaign, from the initial design to execution through to measuring and evaluating impact.

A typical day could involve copywriting for project comms, contributing to important project meetings, brainstorming with the team to develop a new campaign idea, liaising with project partners or organising a launch event. You'll be constantly collaborating with support from both your line manager and project lead.

We're looking for people who thrive on challenges, are curious about people and what motivates them to engage and change their behaviour, and who can work confidently with a team and on their own initiative.

Warmer, Greener homes is a particular strategic focus for Hubbub, so we're particularly interested in people who have experience and knowledge from working in home energy and retrofit.

### Your role will include:

- Supporting the delivery of every stage of our campaigns, including campaign design and planning, managing delivery partners, collaborating with funding partners, managing budgets, working together with the Hubbub designers, evaluation and reporting on campaign impact.
- Supporting with social media and online comms, including planning and copywriting and ensuring this is in the Hubbub style.
- Representing Hubbub at events externally, building a network of contacts, and knowledge of the sector, and always looking for new opportunities.
- Being a team player proactively supporting other members of the team, contributing to a positive working atmosphere.



- Staying up to date on current news and trends, contributing ideas and opinions to the team, based on current insights and information.
- Our projects are geographically spread so this may involve some travel within the UK.

## Who you are

- You have at least two years' experience working in a fast-paced project delivery role, ideally with experience and knowledge of home energy and retrofit, such as energy efficiency measures, and how to stimulate household demand for making upgrades.
- You're highly organised with the ability to prioritise multiple tasks and manage your time well.
- You're comfortable working without direction and enjoy the freedom to take the initiative.
- You're keen to get stuck in and help out on anything and everything you can.
- You're good at solving problems.
- You work well both independently and as part of a project team.
- You're adaptable to ever changing project challenges.
- You have the ability to pick things up quickly, including new processes and IT systems.
- You're a good communicator.
- You're aligned with our values.
- You're passionate about the environment, sustainability, and social wellbeing.

Regardless of your experience, alignment with Hubbub's values is essential. Hubbub's success and distinctiveness rests on the quality of our people. At every stage of their career, a Hubhuber is:

- Intellectually and politically curious and engaged.
- Proud of the work they do.
- Upbeat, motivated by challenges, and tenacious in solving them.
- Creative, innovative and playful.
- Team players, sharing success and solving issues and challenges collaboratively.
- Organised, dedicated and conscientious, with fantastic attention to detail.
- Flexible, willing and able to respond to constant change and challenge.
- Committed to communicating in a way that is compelling, clear, accurate and accessible.

If your experience looks a little different from what we've identified, and you think you can bring value to the role, we'd love to learn more about you!

**Hubhub is committed to creating a workplace where anyone and everyone can thrive.**

We welcome applications from people of all backgrounds, and would particularly like to encourage applications from the following groups who are currently underrepresented in the environmental sector and our team:

- people who are working class or from a working-class background



- people of colour or racially/ethnically minoritised groups.

## The Package

- **Flexible working** – We trust our team to do a good job and be committed, and how they do that is up to them! We're currently asking the team to come to our wonderful [Somerset House](#) office one-day per week. Our core hours are 10am-4pm, but we are flexible to suit people's needs. Flexible working also includes any reasonable adjustments required to enable each person at Hubbub to work to the best of their abilities.
- **Wellbeing** – Our team's wellbeing is crucial and we take a holistic approach, aiming to provide clarity of expectations, achievable workloads and a psychologically safe working environment where anyone can thrive. Our residency at Somerset House allows us access to free counselling sessions for all of Hubbub staff.
- **Training and Development** – We're committed to the development of our team. We have an agile goal setting process with clear lines for progression. We offer ongoing professional development through coaching and a generous training budget.
- **Away Days & Socials** – We all get together at least twice a year for Away Days, with activities ranging from kayaking on Camden Canal to pickling workshops. We also run regular socials arranged by the team including repair workshops and film nights to scavenger hunts and wild swimming.
- **Holiday** - 25 days per year, plus bank holidays. Our office usually closes for around 2 weeks at Christmas which is additional to annual leave.
- **Pension** - 5% employer pension contribution, with an ethical pension provider.

