

Roots Media CIC

Application pack: Workshop Coordinators (Torbay Biodiversity Tapestry Project)

Roots Media CIC is looking for two enthusiastic Workshop Coordinators (Project Assistants) to support the preparation, delivery, and documentation of an exciting new school-based environmental art and biodiversity programme across Torbay.

Please note: These roles are designed as entry-level positions for young people from the local area who want to build experience, skills, and pathways into the environmental, youth, and creative sectors. Full training is provided.

Role specifics

Location: Hybrid / On-site across partner schools in Torbay, Devon

Working patterns: Flexible contract totaling 48 hours per coordinator across the project duration (8 workshops @ 6 hours total commitment per session, including preparation, delivery, and debrief). Typical session times will align with school hours between Monday and Friday, with flexible preparation schedules.

Pay: £15.00 per hour

Contract duration: 1st January 2027 – 1st April 2027

Closing date for applications: 23:59 on Saturday 28 November 2026

Introducing Roots Media CIC

Roots Media CIC is a youth-led community interest company created for and by young people. Set up by three teenage founders in 2024, our mission is to inspire, educate, and empower young people to become the sustainable leaders of today. We focus on engaging environmental storytelling that helps overcome climate anxiety, allowing young people to reimagine our collective future and find their place in the climate and nature movement.

We work alongside environmental partners to embed youth voice into their education and engagement programmes - with our team having worked with organisations such as Dartmoor National Park and Surfers Against Sewage. We design and deliver hands-on educational workshops, youth engagement initiatives, and creative campaigns. A core commitment of Roots is to break down barriers to the environmental sector by creating paid opportunities for young people, ensuring participation is based on passion and potential

rather than financial circumstance. Roots was named Most Outstanding Organisation by Another Way in their 2025 Roots of Change Awards.

About the project

As part of the Life on the Edge initiative (supported by the South Devon National Landscape, Heritage Fund, and Buglife), Roots Media CIC is delivering a series of hands-on creative biodiversity workshops across 4 schools in Torbay, with a focus on disadvantaged areas.

Working with approximately 120–150 pupils, the project explores local wildflower-rich habitats and the essential pollinators and invertebrates (bees, butterflies, hoverflies, beetles) that rely on them. Children will participate in outdoor observation, simple nature recording, and creative art sessions using safe, low-impact, and recycled materials. Their collective artwork and stories will be curated into a digital Torbay Biodiversity Tapestry, celebrating local coastal wildlife and displayed in community venues across Torbay.

About the role

The Workshop Coordinators will work directly with the Roots Media team, a Lead Artist, and local school staff to ensure workshops run smoothly, inclusively, and safely. You will help set up activities, guide young people through outdoor nature discovery and art creation, support project documentation (sketches, photo recording), and foster a supportive, welcoming environment for all participants.

You do not need previous formal experience in workshop delivery—we provide full training covering workshop facilitation, safeguarding, risk assessments, and nature connection techniques.

Key responsibilities include:

- Assisting in the setup, delivery, and wrap-up of creative biodiversity workshops in Torbay schools.
- Supporting pupils during outdoor nature search and creative artwork sessions, encouraging positive nature connection and inclusive participation.
- Assisting with the gathering and organising of artwork, digital photos, and stories for the digital Torbay Biodiversity Tapestry.
- Ensuring all activities adhere to appropriate safeguarding, accessibility, and environmental procedures.

How to apply

[Please apply by completing our brief online application form.](#)

The deadline to apply is 23:59 on Saturday 28 November 2026. Interviews will take place online/in-person between 2nd-4th December 2026, with induction and training beginning in early January 2027.

Equal opportunities

We are deeply committed to equality of opportunity, fairness, and inclusion. A central part of our mission is removing systemic barriers that prevent underrepresented young people from accessing environmental and creative careers. We actively encourage applications from individuals from backgrounds currently underrepresented in the environmental movement, including working-class young people, ethnic minority candidates, LGBTQIA+ individuals, and disabled people.

Feedback

We respect the effort put into every application. Candidates who reach the interview stage will be offered constructive feedback upon request.

Role profile

Key responsibilities

1. Assisting in the setup, delivery, and wrap-up of creative biodiversity workshops in Torbay schools.
2. Supporting pupils during outdoor nature search and creative artwork sessions, encouraging positive nature connection and inclusive participation.
3. Assisting with the gathering and organising of artwork, digital photos, and stories for the digital Torbay Biodiversity Tapestry.
4. Ensuring all activities adhere to appropriate safeguarding, accessibility, and environmental procedures.

Specific responsibilities

5. Attend initial induction and practical training sessions covering workshop delivery, youth engagement, safeguarding, and low-impact environmental practice.
6. Work collaboratively with the Roots Media leadership team, Lead Artist, and school staff during school visits.
7. Support pupils (aged primary/secondary) during outdoor observation activities, ensuring wildlife and habitats are respected and undisturbed.
8. Assist young people with creative art-making using recycled papers, natural fallen textures, inks, and photography tools.

9. Support project documentation, including safely collecting, organising, and digitising student creations for the final Tapestry project.

10. Maintain a welcoming, safe, and encouraging space that supports children's wellbeing, confidence, and creative expression.

General responsibilities

11. Act responsibly and in line with Roots Media CIC policies in relation to safeguarding, health & safety, data management, and environmental ethics.

12. Commit to ongoing learning around youth engagement, climate justice, and inclusion.

13. Carry out any other reasonable project-related tasks as required by the project leads.

Person specification

Qualifications and Experience	Essential	Desirable
Aged 18+ and based in or near Torbay / South Devon	X	
Interest in nature, biodiversity, environmental protection, or creative arts	X	
Experience or background working with young people or children (formal or informal, e.g., volunteering, mentoring, youth work, tutoring)		X
Experience with creative activities (e.g., visual arts, photography, crafts, or storytelling) in the sector		X

Knowledge	Essential	Desirable
Basic awareness of environmental issues or local wildlife/nature	X	
Basic understanding of low-impact, sustainable practices	X	
Understanding of basic safeguarding principles when working with children		X

Skills	Essential	Desirable
Good interpersonal and communication skills; warm and encouraging approach with young people	X	
Reliable, punctual, and well-organised	X	
Ability to work well as part of a small, collaborative team	X	
Practical problem-solving skills and adaptability in a school environment	X	
Basic IT/digital skills (e.g., organising photos or simple digital files)	X	

Attributes	Essential	Desirable
Passionate about empowering young people and breaking down barriers in the environmental movement	X	
Positive, empathetic, and patient approach	X	
Commitment to diversity, inclusion, and equal opportunities	X	
Enthusiasm for learning new skills in workshop delivery and environmental education	X	