

Culture & Climate Project Manager

Role Summary

Julie's Bicycle (JB) is seeking an experienced project manager to work across our Arts Council England Programme. This is a rare opportunity to join JB's passionate, expert, and friendly team at our internationally renowned non-profit, working at the intersection of culture and the climate crisis.

Job title:	Culture & Climate Project Manager
Contract:	1.0 FTE (part-time can be considered for the right candidate), 1 year fixed-term contract with the possibility to become permanent
Location:	Hybrid working: office base is at Somerset House, London: we are flexible on approach, within a hybrid model of in-person & virtual. This can be discussed at interview (*)
Salary:	£39k to £41k p.a. (pro rata), depending on experience
Reporting to:	Arts Council England Lead and Programme Manager
Start date:	ASAP - depending on candidate's notice period
Hours:	Office hours are 9.30 - 5.30pm, Monday – Friday
Deadline:	23:59, 17th May 2026

Other:

- Annual leave is 25 days per year (pro rata) and standard bank holidays. JB also offers additional days over the Christmas break (exact days are agreed annually).
- Cultural entitlement of £250 per annum (pro rata) to spend on arts/ cultural events & activities.
- All employees are able to claim 1 hour a week for personal wellbeing.
- Pension scheme enrolment and 6% employer contributions (reviewed annually).

(*) *Access to office space in London is always available to staff who can't or don't want to work from home.*

Some travel is involved in this role, to visit organisations and run programme activities.

If you would like this application pack in a different format (e.g. large print or audio file), please email recruitment@juliesbicycle.com.

About Julie's Bicycle (JB)

JB unites culture, creativity and climate action to drive change. For nearly two decades, we've been at the forefront of the creative climate movement - one of the first to position

culture as a powerful force for radical change. Our mission is to mobilise the creative sector, equipping thousands of artists, cultural organisations, and creative leaders with the tools, knowledge, and confidence needed to transform their practice into climate action. We focus on tackling the root causes of the climate, nature, and justice crises by shaping thinking, informing policy, and scaling practical solutions. Together, we can turn creativity into a powerful force for a just and regenerative future.

juliesbicycle.org / [Instagram](#) / [Threads](#) / [Linkedin](#) / [Bluesky](#) / [Facebook](#)

Our Partnership with Arts Council England

Julie's Bicycle delivers the [Arts Council England's Environmental Programme](#), supporting organisations to embed Environmental Responsibility (ER) within their governance, operations and programmes, and supporting the Arts Council England (ACE) to drive positive environmental change within the sector. The programme focuses on delivering support to National Portfolio Organisations (NPOs) and Investment Principle Support Organisations (IPSOs), as well as the wider creative and cultural sector through a suite of free tools, resources, events and programmes.

Our programme is adaptive, responding to sector needs, insights and learning from delivery. As such, there is a significant opportunity for a collaborative and experienced project manager to deliver strands of work across the programme and to help shape the programme itself in response to learning and insights.

The Environmental Programme broadly includes:

Sector support: developing resources, running events, facilitating workshops and peer share spaces to deepen understanding and share knowledge on topics relevant to environmental sustainability, tailored for freelance creatives, boards, cultural buildings and cultural practitioners; broadening access to cultural climate practice via creative climate e-learning;

Sector reporting: supporting organisations in reporting their environmental impacts and actions using the [Creative Climate Tools](#) - our platform created for cultural organisations and businesses.

Sector leadership: to inspire, develop and nurture sector leadership via a number of dedicated programme strands focused on governance, justice, resilience and decarbonisation.

The Role and Responsibilities

We are looking for an outstanding and energetic individual to join our team as a Culture and Climate Project Manager, leading and facilitating key strands of work across the programme in partnership with ACE.

Your core responsibilities will include:

- **Annual Report:** project managing, writing and delivering the ACE Annual Report. Drawing together both qualitative and quantitative data, case studies and stories of change to create an annual snapshot of environmental activity across the portfolio. You will work closely with the ACE team Environmental Coordinator on this project. Tasks will include:
 - End-to-end project management: Create and manage the production timeline, ensuring the report is delivered on time and meets Arts Council England (ACE) standards.
 - Data Synthesis: Collaborate with the Environmental Sustainability Coordinator to gather, analyse, and interpret both quantitative (carbon data, metrics) and qualitative (narrative progress) information.
 - Storytelling & impact: Coordinate the strategy and team involved in identifying and developing compelling case studies and "stories of change" that demonstrate the real-world impact of environmental activity across the portfolio.
 - Content development: Draft, edit, and refine the report narrative to ensure a compelling, cohesive, and accessible copy. Manage all the contributions to the copy and version control process.
 - Engage with ACE and JB's comms team for the launch of the report to ensure maximum impact.
- **E-learning module/s:** Leading and project managing the development of new modules, working across internal teams to co-design and deliver engaging content and a great user experience.
 - Strategic lead: Serve as the primary project manager for the creation of new digital learning assets from concept to launch.
 - Content development co-design & collaboration: Lead on the content development and/or the facilitation of content co-creation with internal teams and expert associates to gather subject matter expertise and ensure content aligns with the programme's strategy.
 - User experience (UX) oversight: Ensure modules are engaging, accessible, and intuitive for a diverse range of learners.
 - Production management: Oversee the technical and creative delivery of content, managing workflows between designers, LMS developers, and internal stakeholders.
- **ACE partnership support:** working in partnership with ACE's environmental responsibility team to help embed ER within the organisation, including stakeholder liaison and consultation workshops with area/regional managers.
 - Stakeholder Liaison: Build and maintain strong working relationships with the ACE environmental responsibility team and regional leads.
 - Consultation & Facilitation: Design and lead workshops for area and regional managers to gather feedback and align on ER implementation strategies.

- **Programme delivery:** Working collaboratively on the delivery of the ACE programme. This will include:
 - Resource development: Conduct research to create toolkits, guides, and practical resources that support the wider ACE programme.
 - Training design: Develop and facilitate training sessions, ensuring content is tailored for both in-person and virtual delivery.
 - Group facilitation: Convene and lead focus groups, stakeholder networks, and leadership sessions to foster knowledge sharing and peer learning.
 - Collaborative team work: Work fluidly across the delivery team to support large-scale program milestones and ensure a high standard and participant engagement.

About you:

You will be passionate about the cultural sector's role in responding to the climate and nature crisis, and committed to embedding values of care, stewardship, justice and collaborative action within it.

Candidates may come from a climate science background and we welcome applications from candidates with non-traditional career paths. You must demonstrate significant project management and partnership experience, combining strategic thinking with hands-on delivery. You will be an excellent communicator with a flexible, solution focused approach, and keen to also contribute actively to the learning and culture of the wider JB team.

Experience And Skills

Essential

- A genuine and demonstrable interest in arts and culture, the role they can play in the climate crisis, and the sustainability challenges facing the sector. This needs to be partnered with a deep and demonstrable commitment to climate justice.
- Significant project management experience (at least 5-7 years), developed across mid-large scale programmes, freelance work, or a combination of both, with strong attention to detail across all stages of delivery.
- Demonstrable experience in leading the development of e-learning or online training, whether through content design, learning frameworks, and/or digital/UX production, or transferable experience and skills that could demonstrate you'll be able to lead deliver this part of the role.
- A degree in environmental science/studies/management/sustainability or related area, or a cultural degree that includes environmental/sustainability intersections **or evidence of equivalent relevant expertise.**
- Demonstrable experience of partnership working with external organisations and stakeholders, including facilitation of groups across cultural or environmental contexts. Ideally with cultural practitioners, institutions and funders.

- Experience of running consultation and/or action research with cultural or environmental sector individuals and organisations.
- Excellent written and verbal communication skills, with the ability to communicate clearly across different partners and audiences and, ideally, proven ability to translate complex datasets and environmental metrics into accessible, compelling copy.
- A proactive, flexible approach with the ability to manage multiple workstreams and a genuine curiosity and commitment to drawing out learning to support adaptive programme design.

Desirable

- Knowledge of the ACE investment portfolio and/or the wider publicly funded cultural sector
- Experience of successfully managing climate, environmental and/or justice projects, working in partnership with external organisations
- Developed experience working with freelance artists and creative organisations within networks or peer sharing contexts
- Experience of participatory or co-design/collaboration approaches to content development, facilitation and consultation.

Why Join Us?

At Julie's Bicycle, you'll join a passionate team working at the intersection of creativity and climate action. We offer a collaborative, inclusive, and flexible working culture — where your voice will shape how the cultural sector responds to one of the greatest challenges of our time.

How to Apply

If you'd like to apply, please:

- Complete the application form and equal opportunities monitoring form found on our website [here](#).

Submit these via our application portal by **11.59pm on Sunday 17th of May 2026**. We **strongly encourage early applications** as we may close the recruitment early if we have reached a sufficient number of viable applications.

Please note that this role does not meet the criteria for Skilled Worker visa sponsorship.

We know job descriptions can feel daunting and that people who are from the global majority, from working class backgrounds, those without formal qualifications and some LGBTQ+ candidates are statistically less likely to apply even when they are well suited to a role.

If you read this JD and felt you *almost* matched (if you have built relevant skills through freelance work, lived experience, activism, organising or routes outside formal education) we very much want to hear from you! We also believe class is not defined by education or parental occupation alone. If you identify as working class by your current financial experience and lifestyle, that counts.

Our commitment to meeting underrepresented individuals in the sector:

Guaranteed Interview Scheme and Positive Action

As part of our ongoing commitment to building a team that better reflects the people, communities and causes we serve, we operate a Guaranteed Interview Scheme for disabled candidates, in line with the Equality Act 2010.

This scheme is available to candidates who identify as disabled (including under the social model of disability, encompassing physical, sensory, cognitive, mental health and long-term health conditions) and who can demonstrate within their application that they meet all of the essential criteria outlined in the job description. Candidates will be asked within the equal opportunities form whether they wish to be considered under this scheme. This information will be handled in confidence and will only be shared with those involved in the shortlisting process where necessary to apply the scheme.

We are committed to increasing the diversity of our workforce and recognise that some groups are underrepresented within our organisation and sector. We therefore actively encourage applications from people from ethnically diverse backgrounds. Where candidates are equally qualified, we may apply positive action in line with the Equality Act 2010 to select a candidate from an underrepresented group, where this is a proportionate means of addressing underrepresentation.

A note on AI

While we understand that some people may use AI tools for accessibility (and recognise and support that many assistive technologies may use elements of AI), we ask candidates to consider what tools are most appropriate during the application process. For example, we recognise the value for many people of machine learning language tools like Grammarly.

On the other hand we strongly discourage the use of generative AI tools in writing your application, as we'd like to understand your personal interest in working for Julie's Bicycle, and be able to understand your non-AI-assisted communication skills just as they are.

We also recognise that for many of the people and creative communities we work with, the rise of generative AI poses a threat to their livelihoods, while the environmental impacts of AI are only set to grow: this means we also have a responsibility as Julie's Bicycle to consider where and when (and if) we use AI in our work.



Thank you for your interest in working at Julie's Bicycle.