Handy Templates

Example of a Team Guide (Internal Coordinator) Role ad for XRUK Website team

For a step by step guide to creating a role on Reach see the previous page.

Use this example for wording and to see what can be added to each section of your role ad.

Extinction Rebellion UK

Team Guide | XRUK Website

Available | Remote | 3-7 hours / week

Extinction Rebellion (XR) is a network of people who care deeply about the future of our planet, all human beings, and all living things.

As Team Guide help guide the Website volunteer team working to presents a coherent narrative of XRUK to the those already involved and the public.

What will you be doing?

As **Team Guide**, your main focus will be to:

- Steward the team's priorities – helping shape and align short-term goals and long-term planning.
- Propose new roles or projects needed to support the team's purpose.
- Support and guide other team members, and encourage regular reflection on progress and effectiveness.
- Ensure roles are filled in a timely way, or reassess if they are no longer needed.
- Invite new members with relevant skills and experiences to join.
- Stay informed about relevant policies and maintain communication within the wider network.
- Step into the team admin role when no one else is available to do so.

You'll also liaise with a the Team Connector (who regularly connects with other teams) to maintaining an awareness of what is happening across XR.

What are we looking for?

We are looking for someone who has:

- Confidence using digital tools for remote collaboration
- Experience in team leadership, facilitation, or community organising
- Strong communication skills, written and verbal
- An ability to prioritise tasks, coordinate timelines and support others
- A collaborative mindset and commitment to collective decision-making
- Reliable

What difference will you make?

As Team Guide, you will play a key role in building a supportive and effective team culture. Your guidance will help ensure the team stays focused, connected, and aligned with its wider mission to strengthen relationships across grassroots movements. By nurturing internal coordination, you'll directly contribute to more powerful, collaborative action for social and environmental change.

Before you apply

- Please contact us via Reach with any questions.
- If you would like to apply please give us some information about the skills and experience you want to offer (see the skills needed)
- After applying we will invite you to an initial informal meeting with the Recruitment Support team on Zoom
- **XR is entirely volunteer-led** and we know how precious and limited everyone's time is. We therefore ask anyone who is interested in volunteering with us to go to an

At a glance

Where

Remote

London
EC1Y 0TL

Time commitment

3-7 hours / week

Team meetings are every Tuesday 17:15 - 18:15 (on Zoom). Attendance at these is essential to the role. However, other work can be done when suits the volunteer.

Deadline

30 April 2026

Skills

Project management / Product owner

Strategic development and planning

General / operations management

Volunteer management

Report an issue

About Extinction Rebellion UK

Extinction Rebellion (XR) is a global network of nonviolent direct action volunteers dedicated to addressing the climate and ecological emergency. Our aim is to awaken society to the scale of the...

Climate action

Email Template

Here's a handy template email with the relevant links for copy/pasting to use as a reply message to the applicant. Please send this both via Reach messaging and from your team's email address directly to the applicant's email if they have included it on their CV.

Hi [NAME]

Thanks so much for applying for the role of [ROLE NAME] with Extinction Rebellion (XR) UK's [GROUP NAME] team.

Your CV and application look great! We really appreciate you offering to donate your energy and skills, and we're really looking forward to meeting you.

Do you know much about the work of Extinction Rebellion?

If not, then the next step before we start the volunteer onboarding process is to go along to "An Intro to XR" session to allow you to find out more about our work and see if this is a good fit for you. XR is entirely volunteer-led and we know how precious and limited everyone’s time is. This is why we ask anyone who is interested in volunteering with us to go to an “Intro To XR” session before we start the onboarding process. We hope this will give you a chance to see if XR is a cause you want to give your valuable time to.

There is “An Intro to XR” session on [INSERT DATES] on Zoom. You can sign up for either of these and see other upcoming dates here: https://actionnetwork.org/event_campaigns/explore-xr?source=rebeltoolkit

(please make sure you look out for “Intro to XR” sessions, not the “Get Involved” ones)

Are you able to go to any of the upcoming sessions?

Please let me know if you have any questions or need any further information.

You can also read more about XR and our 10 Principles and Values (P&Vs) by visiting the link below:

- https://extinctionrebellion.uk/about/
- https://rebeltoolkit.extinctionrebellion.uk/books/xr-uk-ways-of-working-and-constitution/page/principles-and-values

I look forward to hearing from you soon and, if you decide to join us (which I very much hope you do), working with you in the future. But please let us know if you decide to withdraw your application, so we don't worry about your wellbeing.

Love and courage

[YOUR NAME]

XRUK [YOUR TEAM] team

Team Recruiter Role

Signposting Template

When an applicant isn't right for the role, here's a template email with the relevant links for copy/pasting to use. From the three possible situations, please select the suitable option and send this both via Reach messaging and from your team's email address directly to the applicant's email if they have included it on their CV.

Dear [NAME],
Thanks so much for applying for the role of [ROLE NAME] with Extinction Rebellion (XR) UK's [GROUP NAME] team.
We really appreciate you offering to donate your energy and skills.

OPTIONS:

1. YOU KNOW THE ROLE / TEAM TO SIGNPOST THEM TO

After reading your application message and / or CV [DELETE AS APPROPRIATE], we feel that your experience would really fit well with [INSERT TEAM OR ROLE AS APPROPRIATE]. It’s not that we don’t want you in our team, but we want to find the best place for you in XR.
Here’s a link [INSERT LINK] to the role for you to look at. If you would like more information about the role, click ‘Apply Now’ and send a brief message.

Or, if this role doesn’t interest you, please come to one of our Get Involved sessions or get in touch with volunteer@extinctionrebellion.uk and our Recruitment Support team will do their best to help you find your happy place within XR.

Register for Get Involved:

https://actionnetwork.org/event_campaigns/explore-xr?source=signposting_email

2. SOMEONE ELSE HAS TAKEN THE ROLE

We really appreciate you offering to donate your energy and skills. Someone has recently taken on this role. However, we feel that your skills and experience would be really valuable within XR.

If you haven’t yet attended, please come to one of our Get Involved sessions or get in touch with volunteer@extinctionrebellion.uk and our Recruitment Support team will do their best to help you find your happy place within XR.

Register for Get Involved:
https://actionnetwork.org/event_campaigns/explore-xr?source=signposting_email

3. NOT SUITABLE FOR THE ROLE

We really appreciate you offering to donate your energy and skills. It’s not that we don’t want you in our team, but we want to find the best place for you in XR.
If you haven’t yet attended, please come to one of our Get Involved sessions or get in touch with volunteer@extinctionrebellion.uk and our Recruitment Support team will do their best to help you find your happy place within XR.

Register for Get Involved:
https://actionnetwork.org/event_campaigns/explore-xr?source=signposting_email

Love and courage