



SCCS Campaigns Manager Job Description

5 days a week (may offer flexibility). One year, fixed term maternity cover post (see terms and conditions)
Circa £24,000, dependent on experience
Based in Edinburgh

This is an exciting opportunity for an experienced campaigner to work at the heart of Scotland's largest civil society coalition.

Following the global climate agreement struck in Paris at the end of 2015, the challenge is to ensure that what Scotland has committed to on climate action is actually delivered. Countries across the world need to turn ambition into action. Stop Climate Chaos Scotland will be central to the pursuit of local, national and international action on climate change over the coming years.

1. Background

Stop Climate Chaos Scotland (SCCS) is a diverse coalition of organisations campaigning together on climate change. Our combined supporter base totals over 1.5m people across Scotland. Our members range from environment, faith and development organisations to trade and student unions and community groups, including the Church of Scotland, Oxfam, NUS, the Scottish Seabird Centre and WWF. We work on UK-wide campaigns, when appropriate, with our sister organisations in England and Wales, The Climate Coalition and Stop Climate Chaos Cymru respectively.

SCCS came together in 2006 to campaign for strong climate legislation for Scotland. This work came to fruition in 2009, when the Climate Change (Scotland) Act was passed unanimously by the Scottish Parliament. Since that legislation was passed, SCCS has continued to push for climate action in Scotland and beyond.

2. The Post

The SCCS Campaigns Manager's role is to coordinate the coalition and to identify and deliver activities to support the priorities of Stop Climate Chaos Scotland. This includes planning and implementing campaigns, managing internal and external communications, participating in working group meetings and ensuring the sustainability of the coalition in Scotland.

The work is done in collaboration with the SCCS Board, SCCS working Groups, SCCS member organisations and other relevant partner organisations.

The postholder will be the sole direct employee of the coalition reporting to the Board. S/he will be both supporting and supported by relevant staff from within the coalition.

Key priorities:

- Co-ordinate the work of the coalition
- Plan and implement coalition activities
- Organise, participate in and minute SCCS working groups' meetings
- Keep coalition members informed of collective work and how they can participate
- Prepare campaign materials e.g. briefings
- Maintain SCCS website and social media presence
- Act as main point of contact for public and politicians
- Represent SCCS at external meetings and events as required
- Maintain coalition membership
- Manage organisation budget
- Liaise with sister organisations in England and Wales

- Any other task identified by SCCS board

3. Personal specification

Knowledge & experience

- Experience of planning and delivering campaigns is essential
- Understanding of Scottish political system
- Experience of organising events
- Experience of using social media
- Managing complex projects - ideally joint projects across a number of organisations and/or geographical locations
- Understanding and knowledge of climate change issues
- Experience of co-ordinating or working within networks of campaigning organisations
- Communications experience would be useful
- Experience of preparing policy briefings and other materials would be useful

Ability to

- Make and maintain effective contacts and relationships
- Be innovative and imaginative in solving problems
- Communicate effectively and appropriately with a wide range of people both verbally and in writing
- Coordinate and participate in project teams
- Communicate clearly in face to face meetings
- Prioritise and organise own work
- Deliver multi-stranded campaigns
- Work to tight deadlines
- Draft and manage project budgets

4. Qualifications

The competencies and experience of the successful candidate will be more important than formal academic qualifications.

5. Terms and conditions

Length of contract: This is a one year, fixed term maternity cover contract, beginning June 2016. The contract is subject to termination on two months' notice in the event of the early return of the maternity employee.

Salary: Dependent on experience but in the region of £24K.

Location: Edinburgh. Occasional travel to other parts of Scotland may be required.

Hours: 5 days (35 hours) per week. Given the nature of the work, the post holder may be expected to work the occasional evening or weekend, for which time off in lieu will be granted. There will be no payment of overtime.

6. Application process

If you would like to apply, please do so by sending:

Covering letter(please set out in no more than 300 words why you are suited to this position)

CV (no more than 2 pages)

To Tom Ballantine, SCCS Chair at info@stopclimatechaosscotland.org

By **5pm on 20th April**.

Short-listed applicants will be invited to attend interview on **27th April** (if attending on that date is not possible please advise at the time of applying).