



## SCCS Campaigns Manager Job Description

4 days a week (may offer flexibility)

£27,769 to £28,879 pro rata 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 and last year's Intergovernmental Panel on Climate Change Special Report on 1.5° of global warming, countries across the world need to commit to and deliver urgent climate action. Stop Climate Chaos Scotland will be central to the pursuit of local, national and international action on climate change as the current Climate Bill progresses through the Scottish Parliament, and in the crucial next decade.

### 1. The Coalition

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 and international development organisations, faith and belief groups, to trade and student unions and community groups. Our members include the Church of Scotland, Oxfam, NUS, the Scottish Seabird Centre, Scottish Communities Alliance and WWF. We work on UK-wide campaigns, when appropriate, with our sister coalitions 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 then 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 its campaigning network, identifying and delivering activities to support the priorities of Stop Climate Chaos Scotland. This includes planning and implementing significant campaigns, managing coalition relationships and 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 a part time Campaigns Officer, the SCCS Board, SCCS working Groups, SCCS member organisations and other relevant partner organisations.

The postholder will be the key employee of the coalition reporting to the Board. They will be both supporting, and supported by, relevant staff from within the coalition.

#### Key priorities:

- Support the development of SCCS strategy
- Co-ordinate the work of the coalition and its campaigning network
- Plan and implement coalition activities
- Organise, participate in and minute SCCS working groups' meetings
- Manage SCCS' Campaigns Officer and occasional volunteers or additional staff
- 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 coalitions in England and Wales
- Carry out other tasks identified by SCCS Board

### 3. Personal specification

#### *Essential criteria*

- At least two years of relevant experience, preferably in a similar role
- Demonstrable commitment to action on climate change issues
- Excellent written and oral communication skills
- Practical experience of planning and delivering campaigns
- Strong organisational skills and experience of working to tight deadlines
- Experience of organising events
- Experience of managing complex projects - ideally joint projects across a number of organisations and/or geographical locations
- Experience of preparing a range of communications materials for different audiences
- Practical experience of managing finances
- Naturally collaborative and a team player – ability to make and maintain effective contacts and relationships
- Able to be innovative and imaginative in solving problems

#### *Desirable criteria*

- Experience of managing a team
- Experience of co-ordinating or working within networks of campaigning organisations
- Experience of using social media
- Experience of media and communications work
- Understanding of Scottish political system

### 4. Qualifications

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

### 5. Terms and conditions

Salary: £27,769 to £28,879 pro rata dependent on experience

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

Hours: 4 days (28 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 the following to Tom Ballantine, SCCS Chair at [info@stopclimatechaos.scot](mailto:info@stopclimatechaos.scot) by **5pm on Monday 20<sup>th</sup> May**:

**Covering letter** - please set out in no more than two sides of A4 why you are suited to this position, addressing the criteria specified in the Job Description.

**CV** - no more than sides of A4

Interviews will take place on 28<sup>th</sup> or 29<sup>th</sup> May. If attending on neither of those dates is possible please advise at the time of applying.