



SCCS Coalition Manager Job Description

From £32,519 pro rata based on experience; flexibility to work 3-5 days subject to negotiation; based in Edinburgh

Delivering urgent action on climate change in Scotland and around the world has never been more important. As the Coalition Manager for Stop Climate Chaos Scotland you'll be at the heart of the growing movement for climate justice.

You will manage Scotland's largest civil society coalition, bringing together over 40 organisations committed to ending Scotland's contribution to climate change within a generation.

You will help lead the coalition and its campaigning network and identify and deliver activities to support our members' shared priorities. You will help develop the coalition's strategy and then drive forward the delivery of that strategy.

You will plan and implement significant campaigns and engagement activities, manage coalition relationships and finances, and help represent the coalition to our key public and political audiences.

You will report to, and collaborate with, an enthusiastic and supportive Board to ensure the coalition has impact now while remaining fit for the future.

In short, you will help write the next chapter of Scotland's climate action story.

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 Coalition Manager's role is to coordinate and help lead the coalition and its campaigning network, identifying and delivering activities to support the priorities of Stop Climate Chaos Scotland. This includes helping develop strategy, coordinating coalition activity, planning and implementing significant campaigns, managing coalition relationships, representing the coalition, internal and external communications, and participating in working group meetings.

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

The post holder 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. They will be responsible, in collaboration with the Board, for identifying any additional staffing requirements for the coalition.

Key priorities:

- Co-ordinate the work of the coalition and its campaigning network
- Support the development of SCCS strategy
- Plan and implement coalition activities
- Represent SCCS in media, at external meetings and events and act as a spokesperson for the coalition as appropriate
- Organise and participate in SCCS working groups' meetings
- Manage any additional staff or occasional volunteers
- Keep coalition members informed of collective work and how they can participate
- Manage preparation of campaign materials e.g. briefings
- Manage coalition contact with the public, maintenance of SCCS website and social media presence
- Act as main point of contact, and coalition representative, for key stakeholders
- Manage coalition membership and 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
- Excellent written and oral communication skills
- 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

- Practical experience of planning and delivering campaigns
- Experience of managing a team
- Experience of co-ordinating or working within networks of campaigning organisations
- Experience of acting as organisation spokesperson or representative
- Demonstrable commitment to action on climate change issues
- Experience of using social media
- Experience of media and communications work
- Understanding of Scottish political system
- Fundraising experience

4. Qualifications

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

5. Terms and conditions

Salary: From £32,519 pro rata dependent on experience

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

Hours: 3 to 5 days per week subject to negotiation with the right candidate. 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 info@stopclimatechaos.scot by **5pm on Sunday 21st July**:

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 two sides of A4

Interviews will take place on 30th or 31st July. If attending on either of those dates is not possible please advise at the time of applying.