



**2050**  
Climate Group

## Job Description

**Job Title:** International Projects Co-ordinator

**Salary:** £25,000-30,000

**Hours:** 35 hours per week

**Contract type:** Initial fixed term contract until 30 April 2021 with possibility of extension

**Location:** Edinburgh (normally this role will be office based, however we are open to part-office, part-remote working). Due to current restrictions, our team is working from home for the time being.

**Reports to:** Development and Operations Manager

## Job Purpose

2050 Climate Group's vision is that by 2050, Young Leaders will be active citizens, having led and accelerated the progress to a just and sustainable society. Our charity is run for young people approximately aged between 18 to 35 years old. Since we started in 2014, we have been volunteer-driven and the majority of our programme of work is delivered by a large committed group of operational volunteers, currently comprising 4 subgroups, with key support from the board of trustees and a small staff team.

2050 Climate Group has been working to empower Scotland's Young Leaders to lead action on tackling our climate crisis and our work continues to evolve. In 2016 the group delivered its first major programme of work, our award-winning Young Leaders Development Programme (YLDP). In 2018, 2050 Climate Group undertook its first international project in partnership with Malawi Scotland Partnership (MaSP), the Malawi Climate Leaders Project. In addition, the post-holder will have a unique opportunity to work with our trustees to help shape and deliver key aspects of our international work programme, including planning and co-ordinating activities in the lead up to COP26 in Glasgow next year.

This role requires an individual experienced in delivering international development projects and partnerships. The person recruited will co-ordinate the third year of the Malawi Climate Leaders Project in partnership with the Malawi-based staff team, and will be responsible for leading 2050 Climate Group's side of the project delivery in Scotland, including securing funding to continue the project. The role will require fast paced delivery of milestones and so strong experience in a similar or project-based role is essential.

The role will require close working with volunteers in Scotland and Malawi, therefore occasional

evening and weekend work will be required. If Covid-19 restrictions significantly ease, the role may also require management and co-ordination of country exchange visits.

## **Management of the Role**

The post-holder will be managed by the Development and Operations Manager. Additional HR support will be provided by relevant trustees.

A crucial element of this role is working alongside international colleagues as well as supporting and empowering volunteers. The role holder will also collaborate with various other stakeholders, including other staff, operational volunteers, trustees, project participants and other key contacts.

## **Line Management Responsibilities**

This role may also include some line management or supervision responsibilities of a paid placement.

## **Key Responsibilities**

### **Malawi Climate Leaders Project**

- Work with the Malawi-based Project Co-ordinator to oversee the implementation of the project plan and ensure it achieves its objectives as set out in the funding proposal.
- To lead in the co-ordination and delivery of all 2050 Climate Group activities for the Malawi Climate Leaders Project including providing support where needed to staff and the volunteer team to achieve the deliverables and goals of the project.
- To manage the Monitoring, Learning and Evaluation framework and ensure sufficient data collection is ongoing throughout the project.
- To manage the 2050 Climate Group budget for this project.
- To develop and maintain positive relationships with external stakeholder organisations and to act as the main point of contact with funders and partners, specifically with Scottish Government, MaSP and Scotland Malawi Partnership.
- Coordinate and facilitate project-related volunteer activity in Scotland and facilitate meaningful connections between Young Leaders in Scotland and Malawi.
- Coordinate all communication about the project in Scotland, including providing regular updates to 2050 Climate Group's Board.
- All booking, logistics and finance-related administration and support related to 2050 Climate Group's activities of the project.
- Potential supervision of a placement employed to work for some of the duration of the project.
- To lead on planning for the longevity of the project, including expansion and/or continuation, and contribute to the exit strategy.

## International

- To work alongside our volunteer team to design and implement activities in relation to COP26.
- To work alongside the International Engagement board subgroup, including acting as a representative where required in order to promote and enhance the positive profile of the project, partnership and 2050 Climate Group and to further develop new opportunities for the project and organisation at large. This might include presentations or public speaking at events if and when they arise.

## Additional 2050 Climate Group Operations

- To assist trustees to review, update and implement policies and procedures to ensure an efficient organisation.
- To support the staff team and other 2050 Climate Group activities where required.
- Co-ordinate external communications activity, including social media, blog writing, annual impact reports, fundraising applications and other relevant communication materials to increase awareness and engagement with 2050 Climate Group.
- Work with the staff team to implement digital solutions and technologies that support our mission.

## Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>● Significant experience in international development</li> <li>● Experience of working with a diverse range of individuals and organisations</li> <li>● Experience of designing, managing, implementing and expanding international projects/programmes</li> <li>● Experience of administration duties and budget management</li> <li>● Experience of remote working with technology including cloud-based applications e.g. Google Drive</li> <li>● Proven experience of creating meaningful relationships, partnerships and developing new projects/project expansions</li> <li>● Proven experience of overseas development fundraising/proposal writing</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working in Malawi and/or working in another developing country context</li> <li>● Experience of setting up and implementing Monitoring, Evaluation and Learning frameworks</li> <li>● Demonstrated experience of working within coalitions or networks</li> <li>● Previous use of internal communications platforms e.g. slack</li> <li>● Stakeholder management experience, in particular building and managing positive partnerships with other organisations</li> </ul>

		<ul style="list-style-type: none"> <li>● Working alongside teams made up of volunteers</li> </ul>
Skills and Knowledge	<ul style="list-style-type: none"> <li>● Ability to work on own initiative and to meet deadlines</li> <li>● Excellent organisational skills, including ability to manage multiple tasks/projects</li> <li>● Ability to support and empower others, in particular volunteers and project participants</li> <li>● Excellent ability to work across teams</li> <li>● Excellent computer literacy</li> <li>● Ability to confidently communicate with people in writing and verbally to diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities</li> <li>● Excellent engagement skills, including interpersonal and leadership skills</li> </ul>	<ul style="list-style-type: none"> <li>● Some knowledge in working towards climate action, with general knowledge of sustainability and climate justice</li> <li>● Experience creating social media content (e.g. Twitter, Instagram, Facebook, or website communications) and online engagement with interested external parties</li> <li>● UNFCCC COP processes and history</li> </ul>

## Application process

To apply for the role, please complete the application form at this [link](#), and email a copy of your CV to [recruitment@2050.scot](mailto:recruitment@2050.scot). The interviews are scheduled to take place digitally between 15.00 and 18.30 on the 3rd or 4th November - please keep both of these dates free. Applications must be received by 28th October (midnight). In the application form, please let us know if you might require any reasonable adjustments to the recruitment process.

2050 Climate group is committed to equality of opportunity for all. We welcome applications from individuals regardless of their gender identity, gender reassignment, marital/civil partnership status, race, sexual orientation, disability including mental health, pregnancy and maternity, religion or belief or any other dimension of diversity. We strive to support inclusive work environments in the everyday culture and activity of the organisation. We are actively looking for people who share our [values](#). Please read our [Employee and Volunteer Privacy Notice](#) on our website to understand how we use your personal information.