



2050
Climate Group

Job Description

Job Title: Operations Co-ordinator

Salary: £23,000-27,000 Full-time Equivalent (FTE) - 0.8FTE equivalent £18,400-£21,600

Additional benefits: 33 days' holiday (FTE), including public holidays each year; matched pension contributions up to 5%

Hours: 28 hours per week (some evening and weekend work will be required, for which Time Off In Lieu (TOIL) will be available). We are open to discuss flexible working options.

Contract type: Initial fixed term contract until 31 March 2022 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.

Reports to: Development and Operations Manager

Introduction to 2050 Climate Group

Our charity supports young people around 18 to 35 years old. 2050 Climate Group's vision is that by 2050, young people will be active citizens, having led and accelerated the progress to a just and sustainable society. 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 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. This is an exciting opportunity to join us as we prepare for activities in the lead up to COP26 in Glasgow next year.

Job Purpose

The job will play a critical role in supporting the organisation's day-to-day operations with a strong focus on volunteer support and development. This role will work across the range of

functions to make sure we have the right administrative and project management support in place for our volunteer team, the Development and Operations Manager and trustees. This role will also assist the development and growth of our Leaders Network. The Leaders Network allows Young Leaders, past and present, to build knowledge, develop projects, collaborate with others, share skills and lead climate action towards a just and sustainable society.

You will be a flexible individual, able to co-ordinate people, processes, and projects with confidence and quickly be able to build rapport with stakeholders. The role will be essential in administering and co-ordinating the activities of 2050 Climate Group. The role will work closely with volunteers, therefore flexibility with working patterns is required to support some evening and weekend work.

Management of the Role

You will report directly to the Development and Operations Manager.

The successful candidate will support and collaborate with various other stakeholders, including other staff, operational volunteers, trustees, participants and other key contacts. Although this role has no direct line management responsibilities, crucial to this role is supporting and empowering the volunteers, and other staff where appropriate, enabling them to perform their roles to the highest standard with the highest impact. There may be some opportunities for the line management of temporary paid placements where they occur.

Key Responsibilities

Operational support

- To work closely with the chairs of our volunteer subgroups and relevant staff to co-ordinate the delivery of all operational activities for 2050 Climate Group
- To support the development and growth of our Leaders' Network, including maintaining and reporting membership information and publicity
- To assist in supporting the well-being, personal and professional development and care of our tremendous volunteer team and paid placements, including recruitment, induction processes and ongoing training
- Ensure 2050 Climate Group has an effective online presence and is represented at

appropriate events and that our organisation takes full advantage of opportunities, by managing requests and outreach through social media, email and through (in)formal networking where appropriate

- To support volunteers to adhere to internal policies and procedures, for example, ensuring sufficient risk assessments are in place
- Working with our team to implement digital solutions and technologies that support our mission, and being responsible for management of our IT processes. For example Trello, shared drives on Google and team calendars
- Maintaining key programme information, reporting arrangements and impact reporting
- To maintain accurate and timely financial records, undertaking weekly and monthly financial tasks, using and developing financial systems
- Managing the office - for example replenishing supplies, procuring IT hardware and software, ordering, and managing lease arrangements etc
- Managing team away days, event booking, event logistics and other administrative support, including evaluation
- To act as a representative of the organisation in order to promote and enhance the positive profile of 2050 Climate Group on occasion
- From time to time there may be other duties required to enable the success of 2050 Climate Group and the role will be expected to adapt to changing priorities

Governance

- To assist in the co-ordination of board meetings including supporting the production of board papers where necessary and attending board meetings to take minutes
- Maintain a list of Trustees, and a register of interests, training records, equality information and other key documents required to support good governance
- Support and co-ordinate the recruitment of Trustees, and the maintenance of records kept for these purposes, including a skills audit, and associated social media campaigns
- To assist trustees to review, update and implement policies and procedures to ensure an efficient organisation

Person Specification

| | Essential (our must haves) | Desirable (our nice-to-haves) |
|----------------------|---|--|
| Experience | <ul style="list-style-type: none"> ● Significant experience in co-ordinating and supporting volunteers and / or young people ● Experience of managing and delivering projects (preferably individually and alongside others) ● Experience of administration duties ● Experience of financial administration (preferably with Xero or similar accounting packages) ● Experience of remote working using technology e.g. cloud-based applications such as GSuite, Trello, Slack and Zoom | <ul style="list-style-type: none"> ● Experience of co-ordinating and creating engaging social media content (e.g. Twitter, Instagram, Facebook, or website communications) ● Experience of graphic design and video software tools, such as Canva and Biteable ● Experience of updating Squarespace or other website platforms ● Experience of planning digital events, meetings and supporting others to lead |
| Skills and Knowledge | <ul style="list-style-type: none"> ● Ability to work on own initiative and to meet deadlines ● Excellent organisational skills, including ability to manage multiple tasks/projects ● Excellent ability to work with and across teams ● Excellent computer literacy ● Excellent engagement skills, including interpersonal and leadership skills | <ul style="list-style-type: none"> ● Knowledge in working towards climate action, as well as sustainability and climate justice ● Knowledge of social media advertising, and marketing and event platforms such as mailchimp and eventbrite ● Ability to confidently communicate with people in writing and verbally to diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities |

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. The interviews are scheduled to take place digitally 10-12th February - please keep these dates free. Applications must be received by noon on the 2nd February. In the application form, please let us know if you might require any reasonable adjustments to the recruitment process. Please share details of any flexible working options you'd be looking for in your application. We are interested in applications from candidates who meet all of the essential criteria. We have listed our desirable criteria too, but we recognise an enthusiasm for and a willingness to learn are often just as important.

In terms of salary, our usual starting position is at the bottom of the salary range, however, we appreciate there will be some circumstances where the experience and competencies demonstrated by the candidate justifies a higher starting point within the advertised range.

2050 Climate Group are committed to equality of opportunity for all. We are actively looking for people who share our [values](#). 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.

Please read our [Employee and Volunteer Privacy Notice](#) on our website to understand how we use your personal information.

