



2050
Climate Group

Job Description

Job Title: International Projects Co-ordinator

Salary: £25,000-30,000

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

Hours: 35 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 30 April 2022 with possibility of extension

Location: Scotland (with occasional work from our Edinburgh office). Due to current restrictions, our team is working from home for the time being

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 later this year.

Job Purpose

This role requires an individual experienced in delivering international development projects and partnerships. The person recruited will co-ordinate the fourth 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 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.

The post-holder will have a unique opportunity to work with our trustees, volunteers and staff 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 later this year.

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 paid placement(s).

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, ensure sufficient data collection is ongoing throughout the project and learnings have been considered from the end of project review.
- To manage the 2050 Climate Group budget and grant claims for this project and co-ordinate quarterly financial reporting meetings.
- 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 meaningful connections between Young Leaders in Scotland and Malawi, including the recruitment of a new volunteer team if required.
- 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 paid placement(s) employed to work for some of the duration of the project.
- To lead on planning and fundraising for the longevity of the project, including expansion and/or continuation, and contribute to the exit strategy.

International

- To work alongside our volunteer and staff team to design and implement activities to ensure we have a credible presence at COP26.
- To work alongside relevant trustees and staff, 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 related to this role, 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 (our must haves)	Desirable (our nice-to-haves)
Experience	<ul style="list-style-type: none"> ● Significant experience in international development ● Experience in co-ordinating and supporting volunteers and / or young people ● Strong understanding of COP26 - its current status, challenges and significance in Scotland ● Experience of working with a diverse range of individuals and organisations ● Experience of designing, managing, implementing and expanding international projects/programmes ● Experience of administration duties and budget management ● Experience of remote working using technology e.g. cloud-based applications such as GSuite, Trello, Slack and Zoom ● Proven experience of creating meaningful relationships, partnerships and developing new projects/project expansions ● Proven experience of overseas development fundraising/proposal writing 	<ul style="list-style-type: none"> ● Experience of working in Malawi and/or working in another developing country context ● Experience of setting up and implementing Monitoring, Evaluation and Learning frameworks ● Demonstrated experience of working within coalitions or networks ● Stakeholder management experience, in particular building and managing positive partnerships with other organisations ● 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 ● Ability to support and empower others, in particular volunteers and project participants ● Excellent ability to work across teams ● Excellent computer literacy ● Ability to confidently communicate with people in writing and verbally to diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities ● 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 ● Ability to confidently communicate with people in writing and verbally to diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities ● Experience creating social media content (e.g. Twitter, Instagram, Facebook, or website communications) and online engagement with interested external parties ● UNFCCC COP processes and history

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 between 15.00 and 18.30 on the 20th, 21st or 22nd July - please keep these dates free. Applications must be received by 13th July (midday). In the application form, please let us know if you might require any reasonable adjustments to the recruitment process. We are open to discussing flexible working options. 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.