

Director

Friends of the Earth Scotland



Recruitment information



Director

£51,066 - £59,875 pro rata

Edinburgh, Head office (potential for hybrid working)

Four - five days per week (28 - 35 hours)

Location: Central Edinburgh office, with flexibility for hybrid working, subject to COVID restrictions. You may also be expected to undertake some travel around Scotland and possibly overseas in the course of your work.

Reporting to: Friends of the Earth Scotland Board

Responsible for: Senior Management Team and other campaign and specialist staff

Hours: 4-5 days per week. Open to flexible working options.

This post will require some work out of office hours, including weekends, for which time off in lieu will be granted. There will be no payment of overtime.

Duration: Permanent

Salary: £51,066 - £59,875 pro rata.
New employees typically start at the bottom of the salary range but there is some limited flexibility on this, depending on experience.

Other: You will receive 28 days annual leave plus 11 days statutory holidays pro rata. Friends of the Earth Scotland operates a Company Pension Plan with NEST. FoES pension benefits exceed the statutory minimum.

To download an application form please go to www.foe.scot/jobs

Closing date: 10am, Friday 14 October 2022

1st interview date tbc: Likely to be end October/early November 2022

2nd interview date tbc: Likely to be early-mid November 2022

Please note we do not accept CVs as part of a job application.

About this role

Friends of the Earth Scotland is seeking a value-driven and collaborative Director to lead and guide our dynamic and creative organisation. This key role will lead and promote Friends of the Earth Scotland's unique role in the urgent and critical context of the climate and ecological emergency. Working closely with the Senior Management team, together with the board and staff team, you will initially focus on the development of a refreshed organisational strategy.

The ideal candidate will be passionate about securing climate and social justice and committed to system change. You will be an excellent communicator, with sound political judgement, and the vision to galvanise the movement to achieve tangible impact for people and the environment. You will have a good understanding of the Scottish political context, social movements and how change happens, and a track record of securing change. You will bring significant experience in the third sector, in a senior or leadership role, and of financial management and governance. You will value and prioritise ongoing reflection and learning, both on a personal and organisational level. You will have a naturally collaborative leadership style and a strong track record of developing and implementing effective cross-organisation strategy.

About Friends of the Earth Scotland (FoES)

Friends of the Earth Scotland is Scotland's leading environmental campaigning group, working to help people in Scotland look after the planet for everyone's future.

We are part of Friends of the Earth International, the world's largest grassroots environmental network, with groups in 73 countries. We think globally, and act in Scotland, delivering solutions to climate change and other environmental problems, by enabling and empowering people to take individual and collective action.

From stopping dirty fossil fuels and campaigning for a just transition, to reimagining our economy and our places, we are making a real difference.

- We are committed to democracy, accountability and equality
- We strive to work with communities in our campaigning for positive change
- Our work will always be based on objective evidence and a long-term, global perspective
- We believe that everyone has an equal right to a healthy environment and a fair share in the world's resources.

We have 23 staff and 12 local groups, and are based in central Edinburgh.

What we are looking for

Below is a list of key responsibilities and a person specification outlining the attributes, knowledge and experience we are looking for in candidates for this role.

We know that people can be put off applying for a job if they don't fit all the requirements, and would encourage you to think broadly about how you might evidence these kinds of skills and experience in your application.

If you're excited about working for us and have most of the skills or experience we're looking for, please go ahead and apply.

Key Responsibilities

Strategic leadership and planning

- Lead and promote Friends of the Earth Scotland's unique role in the urgent and critical context of the climate and ecological emergency
- Represent Friends of the Earth Scotland to partners, policy makers and other stakeholders
- Lead the development and regular review of a refreshed organisational strategy. Put the strategy into operation and ensure its delivery including through oversight of annual work plans
- Work with the Board to oversee the delivery of the Friends of Earth Scotland's agreed strategy, in line with Friends of the Earth International's approach
- Be an inspirational leader for Friends of the Earth Scotland, with the vision to galvanise the movement to achieve tangible impact for people and the environment
- Support the work of our grassroots activists, local groups and Young Friends of the Earth Scotland, and prioritise growing a diverse movement for environmental justice
- Ensure the continued growth of our supporter base and the development of a broad, engaged membership.

Organisational leadership and management

- Be accountable to the Board of FoES and support them in meeting their legal governance responsibilities
- Lead and motivate staff and volunteers and line manage the Senior Management Team and other staff as appropriate
- Create a collaborative organisational culture and related processes that promote and prioritise staff wellbeing, engagement, diversity and inclusion, enabling our people to thrive and excel
- Work with the senior management team and HR manager to ensure high quality HR support is delivered across the charity
- Promote reflection, evaluation and learning across the charity
- Take executive responsibility for the overall financial health and sustainability of the organisation
- Work with the Head of Development and Communications to develop and deliver an effective fundraising strategy, including establishing and maintaining relationships with

supporters; identifying and maximising funding opportunities; and overseeing and supporting the grants management process

- Work with the Head of Operations to ensure adequate financial processes, governance and controls are in place; develop the annual budget and ensure financial information is regularly presented to the Board of Trustees. Monitor performance against the budget and take any necessary corrective action.

Campaigns, advocacy and stakeholder engagement

- Work with the Head of Campaigns to provide the leadership, direction and support to campaign strategies and delivery, ensuring our work is relevant, agenda-setting, vibrant and impactful
- Work with the team to develop and decide policy positions on Friends of the Earth Scotland campaigns, ensuring they are in line with Friends of the Earth international policy
- Be a compelling advocate and spokesperson, ensuring that Friends of the Earth Scotland's campaigns and advocacy lead to effective change and impact
- Sustain and develop strong relationships with partner civil society organisations, politicians and policy makers, major donors, and other influential stakeholders
- Build the capacity of a range of spokespeople from within the staff team, local groups and wider membership
- Ensure Friends of the Earth Scotland is effectively represented in the international Friends of the Earth network and the wider movement.

Person Specification

Personal Attributes

- Proven commitment to climate justice and campaigning for system change
- Ability to lead and inspire in a dynamic organisation as our work enters a new, critical phase
- Collaborative and inclusive approach to organisational management
- Able to develop and nurture strategic relationships and collaborations
- Values and prioritises ongoing reflection and learning, both on a personal and organisational level
- Values participative approaches and grassroots organising.

Knowledge & Skills

- Skilled at managing and nurturing staff, with a commitment to their development, advancement and wellbeing.
- Understanding of the legal and financial responsibilities of a charity director
- Understanding of fundraising at a strategic and significant financial level
- An effective and skilled spokesperson able to communicate to a range of audiences
- Understanding of the Scottish political context, social movements and how change happens.

Experience and background

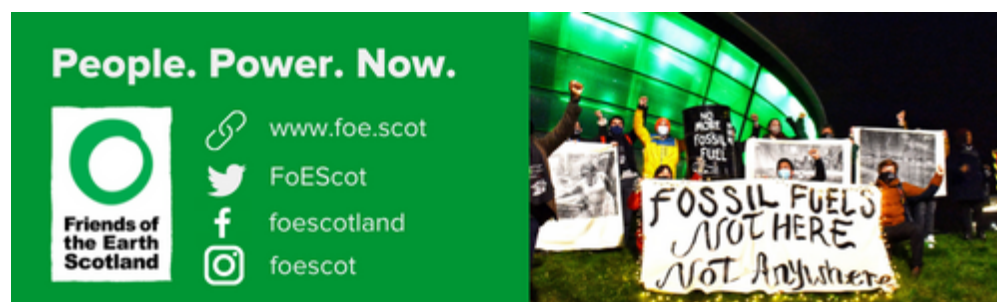
- At least 5 years' experience in (a) senior management or leadership role(s)
- Experience of working with a Board of Trustees
- Experience of financial management of a similar sized organisation
- A strong track record of developing and delivering effective cross-organisation strategy
- A strong track record of securing change through effective campaigning and influencing
- Experience of democratic membership organisations.

Equal Opportunities

We would particularly like to encourage applications from people of colour and people most impacted by climate change or impacted by other kinds of environmental, social, and economic injustice who are currently under-represented in the climate and environmental movements in the UK.

The successful candidate will be selected on the basis of how well they fit the person specification, as judged by their application and interview. Where two or more candidates are judged to be of equal merit, priority may be given to a BAME or migrant candidate as these groups are currently under-represented in the climate and environmental movements in the UK.

We are required by law to ensure that all employees are entitled to work in the UK. We cannot consider applications from people who do not already have the right to work in the UK. All prospective employees, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation.



Our vision is of a world where everyone can enjoy a healthy environment and a fair share of the earth's resources.

Friends of the Earth Scotland is an independent registered Scottish charity (SC003442).