



Friends of  
the Earth  
Scotland

# Director

## Recruitment pack



# A message from the board

Thank you for your interest in the role of Director of Friends of the Earth Scotland. We are greatly looking forward to making this appointment and working with the new Director to continue to build a thriving, resilient and inclusive organisation that will develop our strategy to achieve a just transition away from fossil fuels.

We are looking for ways to create partnerships and apply pressure on decision-makers that will create exciting solutions to transform the systems that we live in and find ways that will allow us to live in balance with nature.

We are eager to meet with suitable candidates, to understand who they are, what they can bring to the role and learn how they think that we can build our movement and organisation going forward. We welcome applications from all backgrounds and encourage applications from people currently under-represented in the climate movement.

If you have any questions about the role or the application process, please contact Florence Garabedian [fgarabedian@foe.scot](mailto:fgarabedian@foe.scot) who will be happy to answer these.

We look forward to hearing from you.



# Job description

## Job purpose

The Director will lead and develop the organisation. They will work collaboratively with all stakeholders to develop and deliver the strategic plans, making sure Friends of the Earth Scotland employees are supported to deliver their workplans. They will establish and maintain excellent collaborative relationships with all stakeholders to work towards the strategic aims, mission and vision of the organisation.

## Location

The role is based in Edinburgh with hybrid working arrangements (expectation to be in the office at least one day per week). You will be expected to travel within the UK to meetings with partner organisations, media briefings and other venues to represent and promote Friends of the Earth Scotland. Some international travel will also be required.

## Reporting to

Friends of the Earth Scotland board

## Responsible for

Senior Management Team and organisation

# Job description

## Hours and duration

4-5 days per week. We're open to flexible working options. This post will require some work out of office hours, including weekends on occasion. It is a permanent position.

## Salary and benefits

£58,460 to £68,545 (FTE). 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. The pension benefits exceed the statutory minimum.



# Apply for the role

## Application

To apply please send a cv and a covering letter (of up to 4 pages) highlighting why you are interested in applying and how your knowledge, skills and experience meet the person specification by giving examples to [recruitment@foe.scot](mailto:recruitment@foe.scot). We would be grateful if you could also complete our [Equal Opportunities Monitoring Form](#) and include this in your email.

**The closing date is 16 June 2024 at 5pm.**

## Interview

There will be a two phase interview process.

First interview: 4 or 12 July 2024

Second interview: 26 July 2024

## Not sure if you fit?

In this pack, we've included a list of key accountabilities and detailed responsibilities as well as a person specification outlining the attributes, knowledge and experience we are looking for in candidates for this role.

We would encourage you to think broadly about how you might evidence these skills and experience in your application.

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

# About us

## Who we are

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.

## Our vision

Friends of the Earth Scotland's vision is of a world where systems of power and resource use are transformed so that all living beings and ecosystems have what they need to flourish, now and in the future.

## Our mission

- Friends of the Earth Scotland exists to win campaigns for transformative solutions to the root cause of environmental problems.
- We campaign for an end to the climate crisis, for the flourishing of the Scottish environment, and for a democratic Scotland which cherishes and protects the natural world of which we are part.
- We work for an economy oriented towards the needs of communities, ecosystems, and the planet.
- We support people in Scotland to take individual and collective action for environmental and social justice locally, nationally, and globally.
- Working with partners in Scotland and across the globe, we integrate research, political advocacy, strategic communications, mobilisation, and movement-building into focused and ambitious campaigns.

# Our values

## Hope

Our vision is a vision of a possible world, and that we can act in the here and now to create changes that make that world more likely. In acting on this hope, we do not ignore the enormous environmental losses that have already occurred, the likelihood that many more will occur, or the magnitude of the systemic transformations that are needed to bring our vision about;

## Collaboration

We see ourselves as one part of a wide, diverse ecosystem working for transformative solutions to environmental problems. At every level, from our staff team and our Board to the FoEI network, our membership, and our external partners, we work in generous partnership and in support of democratic participation

## Creativity

Defending against attack is necessary but insufficient in achieving our organisational vision: we need new relations and systems linking people and ecosystems to do that. Developing these systems is the work of creating as well as dismantling, and we will hold space for creativity in our internal and external work

## Care

Care requires systemic measures that recognise the capacities and limitations of people and ecosystems, as well as individual attitudes of kindness and concern. Our internal operations, our interactions with partners, and our campaigning goals will be oriented by care for people and planet

## Justice

Environmental and social harms are disproportionately caused by systems of domination and extraction developed by the elites of majority white countries in the global North, and are disproportionately felt among people who are economically, socially, and racially marginalised in the global North and South. We act in solidarity with the people most affected by environmental harms in our campaigning for transformative solutions, and we work to centre fairness and anti-oppression in our internal systems and processes

## Integrity

We understand our values as things we hold and things we do. We put them into practice across our internal and external activities, and we reflect and reorient when we fall short of them.

# About this role

Friends of the Earth Scotland is seeking a compassionate and collaborative Director who is able to lead and guide our dynamic organisation and facilitate our team's creative and powerful contributions. This key position will lead and promote Friends of the Earth Scotland's unique role in the urgent and critical context of the climate and ecological emergency.

In 2023, following a period of many changes within its senior management team and a review of its culture, the organisation has taken stock of its past circumstances, identified a number of learnings and started a programme of change in coordination with the development of its 2024-26 strategy. As a result, the organisation is in a different place, vibrating at a different energy and ready to consolidate and embed new ways of working, build on its confidence and actively evolve and develop to meet its strategic ambitions.

Working closely with the Senior Management Team, together with the Board and staff team, you will first work to deliver our 2024-26 organisational strategy, ensuring that the two aims and priorities of this strategy are coordinated and mutually supportive while continuing to build on the organisation's new ways of working.





# About this role

The ideal candidate will be committed to a system change approach to secure climate and social justice. You will be an excellent communicator, with sound political judgement, and knowledge of developing and practically implementing a movement building approach to create lasting change. You will have a good understanding of the Scottish political context, social movements and how change happens, with success in having made it happen. 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 and enabling leadership style and a strong track record of developing and implementing effective organisational strategy.

## **Sharing what they're looking for in a Director, the team said:**

"They should have an open and transparent approach and be able to make decisions collaboratively."

"They should be a leader – listening, involving, enabling and self-empowering."

"We need a compassionate and inclusive leader able to deliver our current strategy and vision."

# About this role

## Principle accountabilities

- Lead and develop the charity by working collaboratively on strategy and plans with the board, staff and other stakeholders to deliver the strategy and support Friends of the Earth Scotland mission and vision.
- Provide inspirational leadership, direction and support to enable the development and delivery of an impactful and relevant strategy, campaign, policy positions and stakeholder engagement through the development and empowerment of Friends of the Earth Scotland employees.
- Work with the board and employees to generate momentum and engagement in building a wider movement of people taking action for climate justice.
- Ensure the board are supported in meeting their legal governance responsibilities by managing the charity well in line with role accountabilities, ensuring reporting meets governance requirements, maintaining positive relationships and keeping the overview of matching funding and resources to achieve Friends of the Earth Scotland strategic aims.
- Be the principal ambassador, face and voice of the charity by attending key meetings and media appearances: to ensure dynamic and influential media coverage and positive branding and messaging for Friends of the Earth Scotland, and to ensure that effective links with all stakeholders are developed and maintained.
- Amplify the collective voice of the movement by supporting others, staff and members, to be effective and impactful communicators.

# About this role

## Principle accountabilities (cont)

- Provide leadership and good governance to ensure the organisation's financial resources are managed effectively, promoting a culture of financial transparency and that Friends of the Earth Scotland remains in good financial health, identifying risks and taking appropriate action, updating the board on a regular basis.
- Seek out, develop and nurture beneficial partnerships with supporters and funders to build the environmental movement in Scotland and raise sufficient funds to ensure organisational sustainability.
- Through ongoing engagement with Friends of the Earth Scotland employees, continue to develop a collaborative culture and related processes which promote and prioritise wellbeing, anti-oppression and empowerment to enable our people to thrive.
- Ensure the continued growth of our supporter base and the development of a broad engaged membership by promoting Friends of the Earth Scotland's unique role in driving action within the urgent and critical context of the climate and ecological emergency.

## Detailed responsibilities

### **Organisational/internal leadership and management**

- Be accountable to the board of Friends of the Earth Scotland and support them in meeting their legal governance responsibilities.
- Lead the development and regular review of a refreshed organisational strategy.

# About this role

## Detailed responsibilities (cont)

- Lead and motivate staff and volunteers to deliver a programme of work in line with the strategy and our theory of change.
- Directly line manage the Senior Management Team (Head of Campaigns and Head of Finance and Operations) and two Managers (Communication & Engagement Manager and Movement Building Lead.)
- From ongoing engagement with staff and the union, support and develop a collaborative organisational culture and related processes that promote and prioritise staff wellbeing, engagement, and anti-oppression, enabling our people to thrive and excel.
- Promote reflection, evaluation and learning across the organisation.

### **Overall overview of the organisation's finances and resources**

- Take executive responsibility for the overall financial health and sustainability of the organisation.
- Support the Head of Finance and Operations in ensuring that the organisation's infrastructure and work practice are fit for purpose.
- Have the overview of matching funding and resources to the organisation's strategic ambitions.
- Clearly communicate the organisation's financial position to staff, board and key stakeholders ensuring ongoing transparency.

### **External strategic leadership and planning**

- Be an inspirational leader for Friends of the Earth Scotland, with the vision to build and galvanise a 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.

# About this role

## Detailed responsibilities (cont)

- Ensure the continued growth of our supporter base and the development of a broad, engaged membership.
- Lead and promote Friends of the Earth Scotland's unique role in driving action within the urgent and critical context of the climate and ecological emergency.
- Have an overview of policy development.
- Be the organisational spokesperson on cross-policy issues or when specialised staff members are not available.

### **Campaigns, advocacy and stakeholder engagement**

- Work with the Head of Campaigns to provide the leadership, direction and support to a programme of work and its delivery, ensuring it 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.

# About this role

## Person specification

- Significant senior experience and a positive track record in leading a small or medium sized charity or not-for-profit organisation, ideally as a Director/Chief Executive
- Experience of working closely with a board of trustees advising and guiding on robust decision making and governance
- Knowledge of and proven commitment to climate justice and campaigning for system change
- Knowledge of developing and practically implementing a movement building approach to create lasting change
- A strong track record of developing and delivering effective cross-organisation strategy
- Experience of financial management including forecasting and understanding financial information
- Experience of risk management in a not-for-profit organisation
- Experience of representing an organisation at a senior level with key stakeholders including government, funding providers and in the media
- Track record in initiating and sustaining strategic and operational partnerships and in developing new funding opportunities with a sound knowledge of fundraising strategies
- Strong organisational abilities including planning, delegating, programme and project management
- Strong leadership skills and behaviours with an empowering, collaborative and inclusive way of working
- Excellent presentation skills, impactful and able to influence

# Equal opportunities

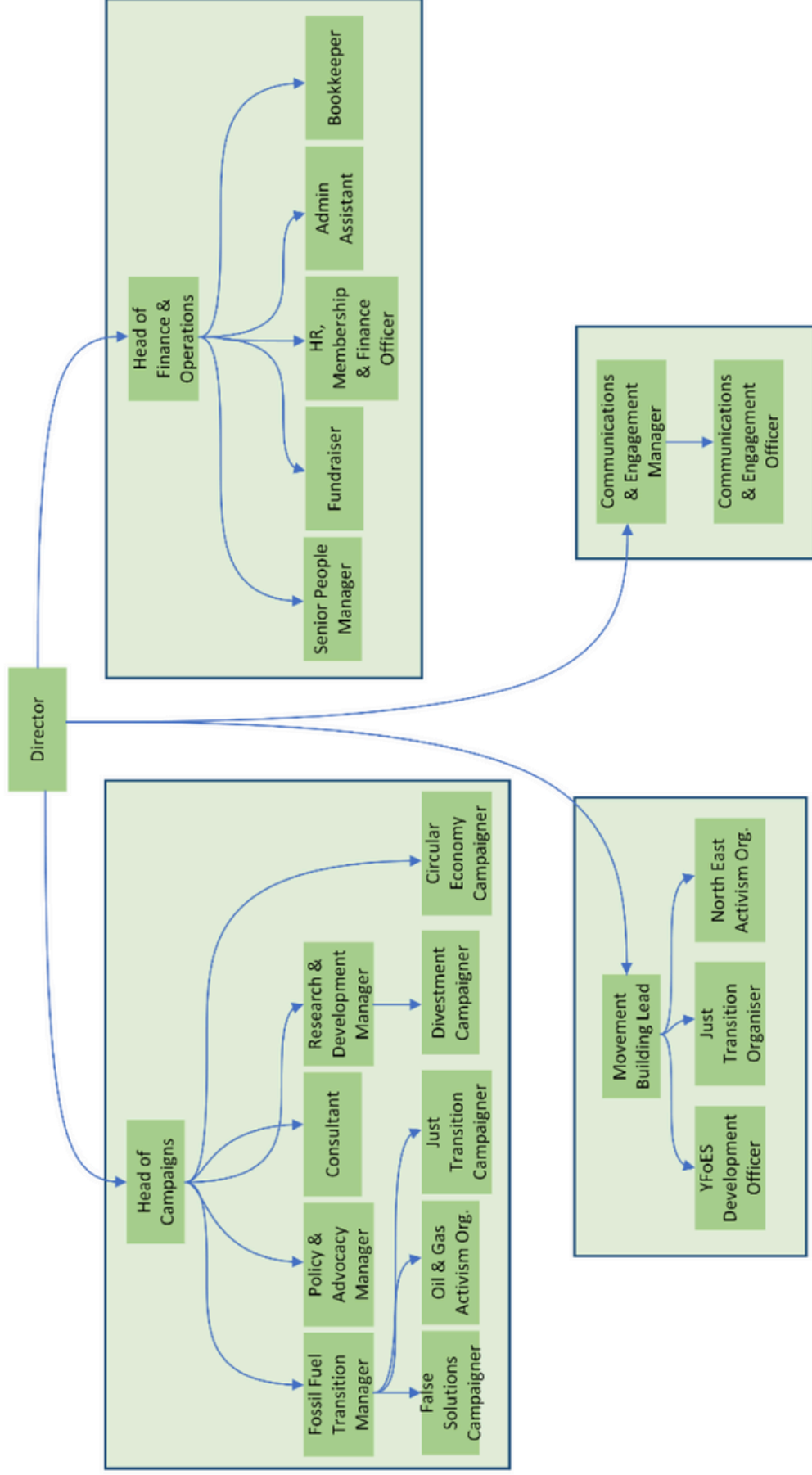
We are committed to offering equal employment opportunity for all and to providing employees with a work environment free of discrimination and harassment.

We are committed to finding the right people for the jobs that we advertise. All employment and recruitment decisions are based on organisational needs, job requirements and individual qualifications, without regard to race, colour, religion, sexuality, gender identity or belief or any other status protected by the Equality Act 2010.

We are committed to increase the diversity of our team and encourage applications from people currently under-represented in the climate and environmental movement. We are working hard to create a space in which people from all walks of life see themselves. We therefore particularly encourage you to apply if you belong to one of these groups or sit at the intersections of multiple systems of oppression.

We monitor Equal Opportunities at Friends of the Earth Scotland as part of the application process. All Equal Opportunities forms are removed from applications prior to short listing.

# Organisational chart







# Friends of the Earth Scotland

HUMZA  
FOSSIL FOOL

JUST TRANSITION  
THE LEANER, THE FASTER  
NO ONE BEHIND  
SAVE FIT FUR PARK

PRO  
LEARN  
EDUCATIONAL  
SOUND  
PROMOTION  
OF  
LEARNING

EDINBURGH  
Local

**END FOSSIL FUELS!**  
A JUST TRANSITION FOR WORKERS  
AND COMMUNITIES