**SCCS Administration and Campaigns Officer(Part time)**

**Job Description**

4 days a week

Circa £22,500 pro rata, dependent on experience

Based in Edinburgh

Have you got the organisational skills to save the planet? Are you proactive, personable and passionate about solving the climate emergency? Do you find that you actually quite like a well-ordered spreadsheet? Could you be the new Administration and Campaigns Officer at Stop Climate Chaos Scotland?

With awareness increasing of the climate emergency, grass roots campaigns spreading, and the COP26 likely to come to Glasgow, it’s an exciting time to be at the centre of Scotland's civil society coalition campaigning on climate change.

Stop Climate Chaos Scotland are seeking an Administration and Campaigns Officer to support the Coalition Manager and focus particularly on: organising the work of the coalition including managing coalition relationships; setting up, attending and minuting internal and external meetings; assisting in the management and delivery of campaign tasks.

This new post would suit someone who is naturally well-organised, a really good communicator and able to demonstrate initiative. You will have an eye for detail, and enjoy the challenge of organising meetings for our board and sub groups involving busy diaries and keeping track of hectic day-to-day schedules as well as contributing to the campaigning work of the coalition.

We are seeking someone with administrative experience, including some in finance, excellent communication and organisational skills and computer literacy (experience working with customer relationship management software could be useful). You'll be great at building effective relationships with people at all levels, both within our member organisations, and with external stakeholders. You’ll represent SCCS on social media, growing our following, managing the website, and helping expand our coalition and the climate movement beyond.

SCCS are hosted within the busy and friendly office of one of our member organisations and you will have daily contact with the members of our coalition, and potential members – from development and environment charities, to faith groups, unions and community groups. We are looking for someone who will take a proactive, flexible and pragmatic approach. You'll be positive and solutions-focused and astute at juggling a variety of tasks.

This is a unique opportunity to make an impact at this incredibly exciting time for climate change campaigning. In an organisation where you are one of only two members of staff you will have ample opportunity for personal development within the role; to take on responsibility, to take the initiative and be challenged. If this sounds like you – we need to hear from you.

**1. Background**

SCCS is a diverse coalition of organisations campaigning together on climate change. Our combined supporter base totals over 1.5m people across Scotland. Our members range from environment, faith and development organisations to trade and student unions and community groups, including the Church of Scotland, Oxfam, NUS, the Scottish Seabird Centre and WWF. We work on UK-wide campaigns, when appropriate, with our sister organisations in England and Wales, The Climate Coalition and Stop Climate Chaos Cymru respectively.

**2. The Post**

The SCCS Administration and Campaigns Officer will work with the Coalition Manager undertaking campaigning and communication work, delivering coalition actions, developing coalition materials, acting as a point of contact for coalition members, public and politicians, managing the SCCS web site and social media, maintaining coalition membership records, organising attending and where appropriate minuting external meetings, dealing with day to day administration of finances and materials, liaising with sister organisations in England and Wales.

The work will be done in collaboration with the SCCS Coalition Manager, SCCS Board, Working Groups, member organisations and other relevant partner organisations.

The postholder will report to the Coalition Manager and Board. S/he will both support and be supported by relevant staff from within the coalition.

### Key priorities:

* Undertake campaign and communication work agreed with Campaigns Manager (including signing off coalition materials)
* Act as a point of contact for coalition members, public and politicians
* Organise, attend and where appropriate minute internal and external meetings
* Manage the SCCS web site and social media
* Maintain coalition membership records
* Deal with day to day administration of finances and materials
* Assist with media work, including drafting media releases
* Liaise with sister organisations in England and Wales
* Other campaigning, administration and coordination work identified by the Coalition Manager

**3. Personal specification**

**Knowledge & experience**

*Essential*

* Previous administrative experience in a busy office environment including basic financial and book-keeping work
* Make and maintain effective contacts and relationships
* Ability to coordinate and participate in project teams
* Able to organise meetings and events, from small up to very large and co-ordinate all aspects of the meeting or event logistics
* Excellent written communication, and experience of developing innovative communications that engage and mobilise action.
* Experience of delivering targeted communications including via social media platforms and in creating content for web and other media
* Excellent IT skills in the usual packages.
* Ability to prioritise and organise your own work
* Able to make the best use of time particularly when under pressure from competing priorities and working to tight deadlines.
* Able to communicate effectively with a wide range of professional contact face to face, by telephone and by e-mail

*Desirable*

* Demonstrable commitment to action on climate change
* Background knowledge of civil society institutions and political structures in Scotland and beyond
* Experience of using databases, Customer Relationships Management software, or in Content Management Systems for websites
* Able to identify and act on opportunities for continually improving ways of working

**4. Qualifications**

The competencies and experience of the successful candidate will be more important than formal academic qualifications.

**5. Terms and conditions**

Part time position: 4 days a week

Salary: Dependent on experience but in the region of £22,500 pro rata

Location: Edinburgh. Occasional travel to other parts of Scotland may be required.

Hours: 4 days ( 28 hours) per week. Given the nature of the work, the post holder may be expected to work the occasional evening or weekend, for which time off in lieu will be granted. There will be no payment of overtime.

**6. Application process**

If you would like to apply, please do so by sending:

**Covering letter**(please set out in no more than 500 words why you are suited to this position, laying out how your experimence and skills meet the essential -and desirable- criteria

**CV** (no more than 2 pages)

to Tom Ballantine, SCCS Chair at: [info@stopclimatechaos.scot](mailto:info@stopclimatechaos.scot)

By **midnight on 12th September**.

Short-listed applicants will be invited to attend interview on **17th September** (if attending on that date is not possible please advise at the time of applying).