



SCCS Administration and Finance Officer (Part time)

Job Description

3 days (21 hours) a week, 12 months fixed term

Circa £21,932 pro rata

Based in Edinburgh with occasional travel within Scotland

Have you got the organisational skills to help 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 Finance Officer at Stop Climate Chaos Scotland?

With awareness increasing of the climate emergency, grass roots campaigns spreading, and the UN climate talks COP26 coming 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 Finance Officer to support the Coalition Co-ordinator and help to organise the work of the coalition including membership administration, setting up, attending and minuting internal and external meetings; assisting in the delivery of campaign tasks, raising and paying invoices and budget monitoring.

This new, fixed term post would suit someone who is naturally very well-organised and able to work efficiently and to tight deadlines. You will have an eye for detail, and enjoy the challenge of organising meetings for our board and working groups involving busy diaries and keeping track of hectic day-to-day schedules and keeping track of the budget.

We are seeking someone with administrative and finance experience, excellent communication and organisational skills and computer literacy (experience working with financial 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.

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. If this sounds like you – we need to hear from you.

1. Background

SCCS is a diverse coalition of over 50 organisations campaigning together on climate change. Our combined supporter base totals over 1.7m 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, RSPB 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 Finance Officer will work with the Coalition Co-ordinator organising, attending and minuting internal and external meetings, dealing with day to day administration of finances and materials, and helping with any other tasks that contribute to the successful organisation of coalition activities.

The work will be done in collaboration with the SCCS COP26 Project Manager and Project Team, SCCS Board, Working Groups, member organisations and other relevant partner organisations.

The postholder will report to the Coalition Co-ordinator and both support and be supported by relevant staff from within the coalition.

Key priorities:

- Organise, attend and where appropriate minute internal and external meetings
- Maintain coalition membership records
- Deal with day to day finance administration
- Other campaigning, administration and coordination work identified by the Coalition Coordinator

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 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 financial software
- 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 fixed term position: 3 days a week, 12 month contract

Salary: £21,932 pro rata

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

Hours: 3 days (21 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 experience and skills meet the essential and desirable criteria

CV (no more than 2 pages)

to Becky Kenton-Lake, SCCS Coalition Coordinator at info@stopclimatechaosscotland.org

By **5pm on Thursday 2nd April**

Short-listed applicants will be invited to attend interview on **Wednesday 15th April** (if attending on that date is not possible please advise at the time of applying).

Start date: ASAP