



Job Description: Climate Fringe Coordinator

This is an exciting fixed term role that aims to build on the success of the [Climate Fringe](#) after COP26. The Climate Fringe platform aims to build and strengthen the climate movement by helping people to connect with different events and organisations. This role would suit someone who is passionate about climate action, movement building and the role events can have in creating change, can create a buzz through communications and who enjoys bringing people together.

Salary: £28,000 per annum (pro rata)

Location: A mix of working from home and our office/partner offices in Edinburgh, with some travel to communities around Scotland

Line Manager: Stop Climate Chaos Scotland Coalition Manager

Reporting to: An advisory panel will be established with membership drawn from across the climate movement, including the Scottish Communities Climate Action Network (SCCAN).

Hours/duration: This is a 12 month fixed term role, working four days (28 hours) per week. We hope this role could be extended, subject to funding. This post will require occasional work out of office hours, including weekends, for which time off in lieu will be granted. There will be no payment of overtime.

Other: You will receive 28 days annual leave plus 11 days statutory holidays (pro rata). Stop Climate Chaos Scotland operates a pension plan with NEST and our pension benefits exceed the statutory minimum. We can only consider applications from candidates with the right to work in the UK.

How to apply: Send your CV along with a cover letter (maximum two sides of A4) outlining how your experience and skills meet the essential and desirable criteria to Becky Kenton-Lake - info@stopclimatechaos.scot.

Closing date for applications: 5pm Monday 2nd May

Interview date: Monday 9th or Wednesday 11th May (interviews will be held online)



Job purpose:

- To build on the momentum of COP26 to support climate action at all levels across Scotland by developing the Climate Fringe events website in collaboration with SCCAN.
- Coordinate the distribution of our [Legacy Grants Fund](#)
- Coordinate a focussed series of Climate Fringe events in September in collaboration with SCCAN and a broad range of partners

Specific duties will include:

Coordination

- To develop an overall strategy for the Climate Fringe, including aims and targets, with input from SCCS members and other organisations
- To work closely with SCCAN, ensuring that the Climate Fringe supports the work of their regional climate networks and hubs
- To work with representatives from appropriate groups to decide on the allocation of funding pots

Communications and events

- To develop and deliver a communications plan for the Climate Fringe
- To manage the Climate Fringe social media accounts (Twitter, Facebook and Instagram), grow audiences and post regular engaging content
- To lead on coordinating Climate Fringe Week activities in September 2022, including producing tool kits for communities, press outreach, template communications materials such as social media templates, press releases, e-newsletters
- To maintain regular communication with SCCS members on the Climate Fringe to build support for Climate Fringe and link to SCCS campaigning and advocacy activities where appropriate
- To support with other SCCS internal and external communications such as newsletters and social media.

Website management

- To ensure the Climate Fringe website is populated with a range of civil society events, in line with the moderation policy, and that other pages are up to date



- To develop and improve website design, user experience, functionality, accessibility and security: ensuring that the events calendar is fit for purpose.
- To integrate SCCS members, SCCAN regional staff, and community groups with the Climate Fringe: ensuring they can list events easily and input into the overall design and function of the platform
- To support the management of the SCCS website

Finance

- To manage a small project budget and [Legacy Grants Fund](#) in accordance with agreed processes and report on the use of the funds as appropriate
- To provide information to help develop any grants applications led by partners

Personal specification - knowledge, experience and abilities

Essential

- Experience designing and managing Wordpress websites, developing functionality and content and ability to trouble-shoot
- Experience of managing social media accounts and campaigns strategically
- Experience of using Mailchimp to communicate with supporters
- Excellent verbal and written communication and experience of writing content for the web and media
- Experience leading or coordinating a project and working collaboratively with multiple groups, developing mutually beneficial partnerships and relationships
- Experience of community engagement and / or movement building
- Experience working with event organisers and programmes, or coordinating operations in a time pressured context
- Strong commitment to accessibility, diversity and inclusivity
- Ability to work to tight deadlines, manage your workload effectively and deal with the unexpected

Desirable

- Understanding of a range of web platforms and design tools and experience creating assets for different audiences and aims



- Experience working with the media
- Experience in budget planning and management
- Demonstrable commitment to climate justice
- Experience of working with communities in Scotland

About us

Stop Climate Chaos Scotland is a diverse coalition of over 60 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 Scotland, NUS, Friends of the Earth Scotland and WWF. Our work is led by our members and is normally focussed on lobbying decision makers in Scotland, but we also work on UK-wide campaigns when appropriate with our sister organisations in England (The Climate Coalition) and Wales (Stop Climate Chaos Cymru).

If you have any questions about the role please email info@stopclimatechaos.scot.