

## Role profile

<b>Job title</b>	UK-Wide Campaign Coordinator - Teach the Future (1 role @ 4 days a week)
<b>Reports to:</b>	Teach The Future Campaign Managers
<b>Location:</b>	Home-based in the UK
<b>FTE:</b>	Variable hours contract
<b>Contract:</b>	6 month fixed term contract
<b>Working patterns:</b>	Occasional UK-wide travel, regular evening calls and occasional weekend commitments
<b>Pay band</b>	£10.85 per hour

### Introducing SOS-UK

For over two decades NUS has led leading-edge sustainability work within the students' union movement, from individual behaviour change initiatives like [Student Switch Off](#) and [Green Impact](#) to national campaigns like [Divest-Invest](#), [Mock COP26](#) and [Race for Nature's Recovery](#). In October 2019 NUS officers and staff launched [SOS-UK](#), a exciting new charity that will enable us to go further and faster with our transformational student-led sustainability work in response to the climate emergency. Our first new emergency campaign is [Teach the Future](#). Teach the Future sets out to ensure the whole education system is a central pillar of the Government's net-zero strategy.

### Purpose of role

To build on the substantial progress and momentum we have created through Teach the Future to date, increasing our supporter base, media coverage and political engagement, ultimately enhancing the chances of our recommendations being committed to by the UK Government and devolved administrations in the run up to COP26.

#### Key responsibilities

1. Coordinate delivery of Teach the Future across the UK, ensuring our campaign is impactful and successful
2. Recruit and mobilise supporters and volunteers, particularly online, leading them to take action that positively progresses our campaign
3. Deliver further favourable media coverage and constructive political engagement

#### Specific duties and activities

4. Recruit and onboard students to the campaign, including those in tertiary education

5. Coordinate the work of our volunteer students and adults, ensuring they are motivated, productive and impactful
6. Work well as part of the UK-wide staff and volunteer team
7. Lead on engaging and mobilising our supporting partners
8. Reach out to, and secure the formal support of, more education and environmental charities, professional and sector bodies and exam companies
9. Publish engaging social media posts relating to the campaign, and build our following
10. Engage publishers to ensure our campaign receives further positive press coverage
11. Proactively and progressively engage politicians and their advisors in the campaign
12. Organise petitions as and when required
13. Develop a strand of the campaign aimed at local authorities and mayors, and multi-academy trusts, and secure buy-in regionally
14. Effectively and efficiently administer the campaign (directly, or by coordinating volunteers), including: Managing the campaign email inbox; responding to direct enquiries; keeping the website up-to-date; overseeing the development of digital assets for the campaign; developing high quality useful resources; instigating regular blog content by students; managing email campaigns and updates; producing regular social media content; organising internal and external meetings; drafting, and following-up on, formal correspondence; creating fortnightly partner updates; drafting media releases; filing correspondence and documentation; contribute to accurate financial record keeping
15. Support new developments and initiatives within the campaign including, but not limited to, building petitions, responding to consultations, writing articles, supporting the Adult Advisory Board.
16. Write clear and concise update reports for funders as required
17. Support the SOS-UK staff in funding applications relating to the campaign

#### Shared responsibilities

18. Carry out other duties and activities as may reasonably be required in order to support colleagues in achieving shared goals
19. Actively engage in individual and team professional development activities
20. Carry out the responsibilities of this role in a resource efficient manner
21. Adhere to SOS-UK group policies and practices, and actively support and promote the SOS-UK vision, mission and objectives through your work

#### Person specification

Essential elements should be demonstrated before appointment and maintained in post. Desirable elements should be developed and maintained once in post as needed

Qualifications and experience	Essential	Desirable
Experience of coordinating successful campaigns	1	
Experience of coordinating volunteers	1	
Experience of successfully engaging key stakeholder groups		1
Experience of coordinating communications work and engaging the media	1	

Experience of engaging politicians and their advisors		1
Experience of working with funders		1
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
A good understanding of the climate emergency and ecological crisis	1	
A good understanding of the basics of education policy in one or more UK nation	1	
IT literate, with a detailed knowledge of platforms like Googledrive, slack and todoist	1	
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
Strong people skills, especially the ability to enthuse others	1	
Great campaign management skills, especially time management, and the ability to manage several workstreams at the same time	1	
Excellent communication skills, specifically the ability to produce high quality, concise and well-presented communications	1	
Good administration skills and highly reliable	1	
Confident and effective onboarder or trainer		1
Ability to work with minimum supervision	1	
Ability to create impactful online and social media communications, ideally with experience of design applications like canva	1	
Creative and innovative problem-solving skills		1
<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Commitment to working in an environment that promotes equality of opportunity whilst recognising and valuing diversity	1	
A positive and persuasive champion of sustainability issues		1