**Role profile**

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| Job title | Scotland Campaign Coordinator - Teach the Future (3 roles @ 1 day a week) |
| Reports to: | SOS-UK Project Manager |
| Location: | Home-based in the UK |
| FTE: | Variable hours contract |
| Contract: | 6 month fixed term contract |
| Working patterns: | Occasional UK-wide travel, regular evening calls and occasional weekend commitments |
| Pay band | £10.85 per hour |

**Introducing SOS-UK**

[Students Organising for Sustainability (SOS-UK)](http://www.sos-uk.org/) is a new educational charity launched by the National Union of Students (NUS UK) in October 2019 with the goal of getting more students leading on and learning about sustainability. SOS-UK aims to harness the heartfelt desire of many students to respond to the climate emergency and lead society to a better future. Working with partners across the UK, Europe and beyond, [our work](http://www.sos-uk.org/) has national and international reach. Our sustainability projects, programmes and campaigns all have one thing in common - students lead them. We believe that when students lead on sustainability, they learn about it, picking up the vital knowledge, skills and competencies they will need to help transform society into a more just and sustainable place.

**Purpose of role**

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

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| Key responsibilities |
| 1. Coordinate delivery of Teach the Future in Scotland, ensuring our campaign is impactful and successful
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| 1. Recruit and mobilise supporters and volunteers, particularly online, leading them to take action that positively progresses our campaign
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| 1. Deliver further favourable media coverage and constructive political engagement
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| Specific duties and activities |
| 1. Recruit and onboard students to the campaign, including those in tertiary education
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| 1. Coordinate the work of our volunteer students and adults, ensuring they are motivated, productive and impactful
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| 1. Work well as part of the UK-wide staff and volunteer team
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| 1. Lead on engaging and mobilising our supporting partners
 |
| 1. Reach out to, and secure the formal support of, more education and environmental charities, professional and sector bodies and exam companies
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| 1. Publish engaging social media posts relating to the campaign, and build our following
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| 1. Engage publishers to ensure our campaign receives further positive press coverage
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| 1. Proactively and progressively engage politicians and their advisors in the campaign
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| 1. Organise petitions as and when required
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| 1. Develop the Scottish branch of the campaign, including: researching Scottish education policies; engaging with policy officials and policy makers
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| 1. 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.
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| 1. Develop the campaign’s work engaging local authorities and secure buy-in regionally.
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| 1. 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
 |
| 1. Support the delivery of UK-wide work including coordinating UK-wide working groups
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| 1. Write clear and concise update reports for funders as required
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| 1. Support the SOS-UK staff in funding applications relating to the campaign
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| Shared responsibilities |
| 1. Carry out other duties and activities as may reasonably be required in order to support colleagues in achieving shared goals
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| 1. Actively engage in individual and team professional development activities
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| 1. Carry out the responsibilities of this role in a resource efficient manner
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| 1. Adhere to SOS-UK group policies and practices, and actively support and promote the SOS-UK vision, mission and objectives through your work and adhere to the [Teach the Future Staff Charter](https://docs.google.com/document/d/1v4PQuWNkwb1x7k39QxFkTnsGg3A_cIQI1P8uZolt-j4/edit?usp=sharing) at all times
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| 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 |
| **Knowledge** | **Essential** | **Desirable** |
| A good understanding of the climate emergency and ecological crisis | 1 |  |
| A good understanding of education policy in one or more UK nation |  | 1 |
| IT literate, with a detailed knowledge of platforms like Googledrive, slack and todoist | 1 |  |
| **Skills** | **Essential** | **Desirable** |
| 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 |
| **Attributes** | **Essential** | **Desirable** |
| 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 |