

JOB DESCRIPTION

Job title:

Young Friends of the Earth Scotland Network Coordinator

2 or 3 days per week, £24,425-30,538 pro rata, Edinburgh

Location: FoE Scotland office in central Edinburgh. You will be expected to undertake some work outside of the FoES office, and some domestic and overseas travel, when relevant or required in the course of your work.

Reporting to: Friends of the Earth Scotland Activism Organiser

Hours: This position is available at 2 or 3 days a week, to be decided with the successful candidate. The post will require some work out of hours and during weekends, for which time off in lieu will be granted. There will be no payment of overtime. This is a permanent role.

Salary: £24,425-30,538, pro rata

Other: You will receive 28 days annual leave plus 11 days of statutory holidays, pro rata. As of April 2017 Friends of the Earth Scotland operates workplace pension scheme with NEST. FoES pension benefits exceed auto-enrolment benefit.

Closing date: 12th November 2018, 12:00 GMT

Interview date: 20th November 2018

Start date: January 2019

About Young Friends of the Earth Scotland:

Young Friends of the Earth Scotland is a grassroots network of young people (aged 16-30), from across Scotland, working collectively for social and environmental justice. Our network is made up of a combination of local groups, allied organisations and passionate individuals across the country.

Young Friends of the Earth Scotland aims to:

- Empower young people across Scotland to engage and inspire their communities to take action together towards an economically, socially and environmentally just world
- Ensure the voices of young people and future generations are at the centre of decisions taken by our government
- Create spaces for young campaigners and activists to come together to share ideas, skills and resources

Young Friends of the Earth Scotland is hosted by Friends of the Earth Scotland, Scotland's leading environmental campaigning organisation. Friends of the Earth Scotland campaigns, with partners here and across the globe, for a just transition to a sustainable society. Friends of the Earth Scotland is an independent Scottish charity that is a member of Friends of the Earth International and Friends of the Earth Europe.

Job Description:

The YFoES Network Coordinator will support a network of volunteers across Scotland working on a range of environmental and social justice issues. You will coordinate the delivery of high quality events, maintain YFoES communication channels and support the growth of the YFoES network.

Main Responsibilities:

- You will work to grow a strong, diverse and inclusive YFoES network, with active individuals and groups across Scotland
- You will coordinate the delivery of national network gatherings and assist in the delivery of smaller regional events
- You will lead on delivering an international event for 20 young people around the theme of 'just transition', including communicating with YFoE groups across Europe, in Spring 2019
- You will manage the YFoES budget, coordinating event related payments and volunteer reimbursements, with support from the FoES Activism Officer and Membership & Office Manager
- You will represent a youth perspective within FoES and engage young people in relevant FoES campaign moments
- You will oversee the YFoES social media channels, monthly newsletter and other communication channels
- You will support the YFoES steering group, attending their monthly meetings and assisting with administrative tasks where needed
- You will support local groups and other young activists across Scotland, such as attending events, providing resources and delivering relevant workshops
- You will maintain communication channels with the Young Friends of the Earth Europe network and facilitate involvement of YFoES members in international events
- You will maintain relationships and regular communication with allied organisations such as People and Planet

Person specification:

Skills and experience needed

Essential:

- At least one year's experience in a similar role
- Demonstrable commitment to environmental and social justice as well as a commitment to challenging inequality and oppression
- Understanding of and enthusiasm for the aims of Young Friends of the Earth Scotland
- Experience of democratic, participative and consensus-based working methods
- Experience of working with people from diverse backgrounds and communities
- Experience of organising events and project management skills
- Ability to advocate for a youth perspective
- Ability to multi-task, set priorities, self-motivate and manage time efficiently
- Excellent team work skills, whether working with FoES staff or groups of volunteers
- Strong oral communication and facilitation skills, with the ability to engage and inspire young people
- Good written communication skills, with experience of delivering and/or coordinating communications across a range of communication channels

- Proficient in Microsoft Office programs

Desirable (but not essential):

- Previous experience with Young Friends of the Earth, Friends of the Earth or another environmental or social justice group / organisation / movement
- Familiarity with Macs
- Experience of managing budgets

Applications:

Please send a completed application form to info@foe.scot by 12:00 noon on Monday, 12.11.2018, outlining how you meet each of the points in the above Person Specification. Your experience does not have to be in a paid / formal employment capacity. Please note CVs will not be accepted.

The office and interview location are fully wheelchair accessible.