

Friends of the Earth Scotland
Role description

Freelance action coordinator

Reporting to:

Oil and Gas Campaign Lead, Friends of the Earth Scotland

Duration:

- Approximately 15 days
- We expect this to take at least 3 days per week during October, full time for the first week of November up to and including the day of the action on Sunday 7th November, and at least one day of clear up afterwards.

Day rate: £200 / day of 7 hours

Location: Home working, with attendance in Glasgow required.

Friends of the Earth Scotland (FoES) is working with our sister organisation Friends of the Earth England, Wales and Northern Ireland (FoE EWNI) to organise an outdoor action in Glasgow during COP26 to highlight the UK and Scottish Government's hypocrisy on fossil fuels, with a focus on the proposed Cambo oil field. The action will involve an installation requiring a build and choreography of 50-100 local activists.

We are looking for a short term freelance action coordinator to be responsible for the overall logistics of the event. You will be experienced, practical and hands-on and will enjoy working under pressure to deliver an event during the heightened security of the COP. Local contacts and local knowledge would be an advantage in this role.

Responsibilities:

- Work in collaboration with action coordination team, which includes staff at FoES and FoE EWNI
- Be responsible for the overall logistics of the event
- Budget control and reporting
- Recce options for site and make proposals to event team
- Provide advice on deliverability of the concept and develop a timed event plan
- Source and coordinate delivery of props to the site
- Source sound equipment and staging
- Organise rehearsal with props and advise on manual handling for the build; oversee safe building of the installation including engaging contractors to deliver/ build if needed.
- Liaise with authorities in advance and on the day
- Maintain overview of event in run-up to the action
- Be responsible for health and safety on site and write risk assessments
- Advise on stewarding requirements

- Oversee setup and strike on the day
- Lead on event management on the day with chief steward and FoE event lead

Skills & Experience

- Practical experience of organising and running outdoor/campaign actions or stunts, including managing a budget, logistics, risk assessments and coordinating all aspects of delivery
- Experience of coordinating with local authorities/police
- Ability to source materials, organise storage and transport and disposal
- Excellent oral and written communication skills
- Strong organisational skills and experience of working to tight deadlines
- Collaborative and a team player
- Experience of applying Health & Safety measures on and off-site
- A full, clean driving licence would be an advantage

To apply:

- Please send a CV and covering letter demonstrating your suitability for the role to activism@foe.scot as soon as possible.