

Young Friends of the Earth Scotland Network Coordinator

Recruitment pack



Job information

Job purpose

Coordinating the FoES youth network, supporting a network of volunteers across Scotland working on a range of environmental and social justice issues, coordinating the delivery of high-quality events, maintaining communication channels and supporting the growth of the network. (3 days a week).

Support FoES movement building work by assisting with events, campaign development and delivery where necessary. (1 day a week)

Location

Based in Edinburgh (at least 1 day per week) with hybrid working arrangements. Other arrangements for people based elsewhere in Scotland is possible by negotiation. You will also be expected to undertake some travel around Scotland in the course of your work.

Team

Working as part of the Movement Building Team and you will report to the Movement Building Lead

Hours

This is a permanent post, 4 days per week

Salary & Benefits

£30'000-£35'000 (Full-time equivalent)

You will receive a pro-rata share of 28 days annual leave and 11 days statutory holidays.

Friends of the Earth Scotland operates a Company Pension Plan with NEST, which includes an ethical option.

Apply for the role

Application

To apply please send a cv and a covering letter (the cover letter to be no longer than 2 pages) highlighting why you are interested in applying and how your knowledge, skills and experience meet the person specification by giving examples to **recruitment@foe.scot**.

We would be grateful if you could also complete our Equal Opportunities Monitoring Form and include this in your email.

Candidates who have been selected for interview will hear shortly after the closing date. Please let us know if you require any adjustments throughout the selection process.

Closing date: 21 March at 5pm.

Interview

Interviews will take place on 31 March 2025 in Edinburgh

Not sure if you fit?

In this pack, we've included a list of key accountabilities and detailed responsibilities as well as a person specification outlining the attributes, knowledge and experience we are looking for in candidates for this role.

We would encourage you to think broadly about how you might evidence these skills and experience in your application.

If you're excited about working for us and have most of the skills and experience we're looking for, please go ahead and apply.

About Young Friends of the Earth Scotland

About us

Young Friends of the Earth Scotland is a grassroots network of young people (aged 16–30), from across Scotland, working collectively for social and climate justice.

Our network is made up of a combination of working groups, allied organisations and passionate individuals across the country.

Our aims

To equip young people across Scotland to engage and inspire their communities to take action together towards an economically, socially, and environmentally just world.

To connect and strengthen the youth movement, and ensure that the voices of young people and future generations are heard in decisions that affect us.

We will do this by

- Finding creative approaches for engaging young people in global and local issues
- Creating spaces for young activists to come together to share ideas, skills and resources
- Delivering bespoke training and support to other young activists and activist groups

About Friends of the Earth Scotland

Who we are

Friends of the Earth Scotland is Scotland's leading environmental campaigning group, working to help people in Scotland look after the planet for everyone's future.

Our vision

Friends of the Earth Scotland's vision is of a world where systems of power and resource use are transformed so that all living beings and ecosystems have what they need to flourish, now and in the future.

Our mission

- Friends of the Earth Scotland exists to win campaigns for transformative solutions to the root cause of environmental problems.
- We campaign for an end to the climate crisis, for the flourishing of the Scottish environment, and for a democratic Scotland which cherishes and protects the natural world of which we are part.
- We work for an economy oriented towards the needs of communities, ecosystems, and the planet.
- We support people in Scotland to take individual and collective action for environmental and social justice locally, nationally, and globally.
- Working with partners in Scotland and across the globe, we integrate research, political advocacy, strategic communications, mobilisation, and movement-building into focused and ambitious campaigns.

Our values

Hope

Our vision is a vision of a possible world, and that we can act in the here and now to create changes that make that world more likely. In acting on this hope, we do not ignore the enormous environmental losses that have already occurred, the likelihood that many more will occur, or the magnitude of the systemic transformations that are needed to bring our vision about;

Collaboration

We see ourselves as one part of a wide, diverse ecosystem working for transformative solutions to environmental problems. At every level, from our staff team and our Board to the FoEI network, our membership, and our external partners, we work in generous partnership and in support of democratic participation

Creativity

Defending against attack is necessary but insufficient in achieving our organisational vision: we need new relations and systems linking people and ecosystems to do that. Developing these systems is the work of creating as well as dismantling, and we will hold space for creativity in our internal and external work

Care

Care requires systemic measures that recognise the capacities and limitations of people and ecosystems, as well as individual attitudes of kindness and concern. Our internal operations, our interactions with partners, and our campaigning goals will be oriented by care for people and planet

Justice

Environmental and social harms are disproportionately caused by systems of domination and extraction developed by the elites of majority white countries in the global North, and are disproportionately felt among people who are economically, socially, and racially marginalised in the global North and South. We act in solidarity with the people most affected by environmental harms in our campaigning for transformative solutions, and we work to centre fairness and anti-oppression in our internal systems and processes

Integrity

We understand our values as things we hold and things we do. We put them into practice across our internal and external activities, and we reflect and reorient when we fall short of them.

About this role

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This role requires strong interpersonal and communication skills as it requires working with and supporting a network of volunteers. The ability to work collaboratively and sensitively is essential, as is a commitment to supporting and empowering young people to make decisions and develop their skills as our network is youth-led.

As the role involves working directly with young people who are often in full time education or working, it necessitates regular evening and weekend work for which TOIL will be granted.

The role also includes approximately 1 day a week to support wider FoES movement building work. This may include supporting the running of workshops, events and demonstrations, as well as helping ensure campaigns are planned and delivered with a strong focus on movement building. This will be supported and designed with the FoES Movement Building Lead.

Responsibilities

Managing the YFoES budget, with support from Line Manager.

Principal Accountabilities

- Work with Youth Engagement Intern to build and support a strong, diverse and inclusive YFoES network, with active members across Scotland.
- Lead on the design and delivery of events including education events, workshops and training, national and regional network gatherings, and residential weekends.

About this role

Continued...

- Develop educational resources including guides and booklets.
- Manage the YFoES budget, coordinating event related payments and volunteer reimbursements, with support from the FoES Movement Building Lead and admin team.
- Ensure a youth perspective is represented within FoES and engage young people in relevant FoES campaign moments and structures.
- Manage the YFoES social media channels, monthly newsletter and other communication channels, and create promotional materials.
- Support YFoES working groups and coordination group, attending meetings and assisting with administrative tasks where needed.
- Support other young activists across Scotland, such as attending events, providing resources and delivering relevant workshops.
- Build and hold relationships and regular communication with allied organisations, including Young FoE Europe network.
- Support FoES colleagues with the delivery of activism and movement building events where necessary.
- Support FoES campaign development and delivery where necessary.
- Work with operations colleagues to regularly review and improve FoES's safeguarding policies and practices.

About this role

Knowledge, skills and experience

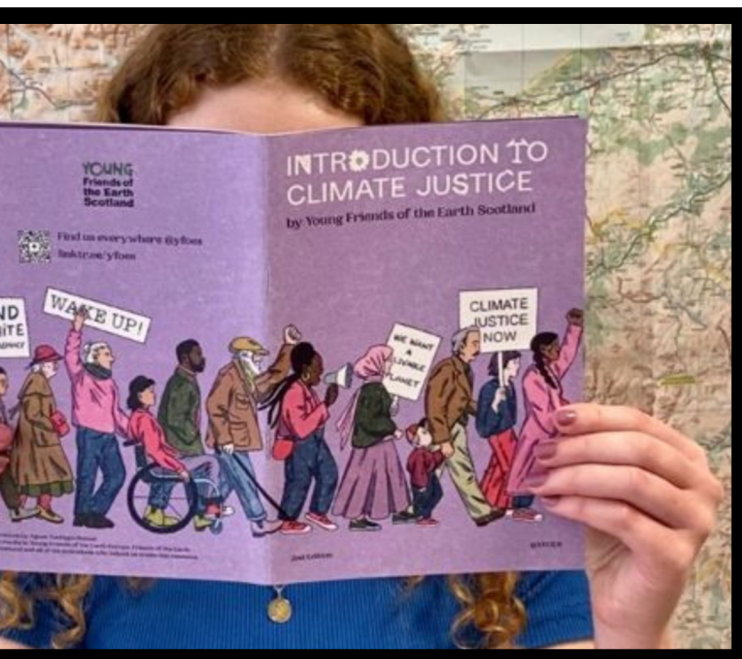
Essential:

- At least one year's experience in an activism, education or youth work role – this can be voluntary or paid
- 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
- Ability to advocate for a youth perspective
- Experience of democratic, participative, and consensus-based working methods
- Experience of working with people from diverse backgrounds and communities
- Experience of working with and supporting activists and volunteers
- Experience of organising events and project management skills
- Ability to multi-task, set priorities, self-motivate, and manage time efficiently
- Excellent teamwork 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
- Knowledge of Microsoft Office suites (Word, PowerPoint, Excel) and strong IT skills

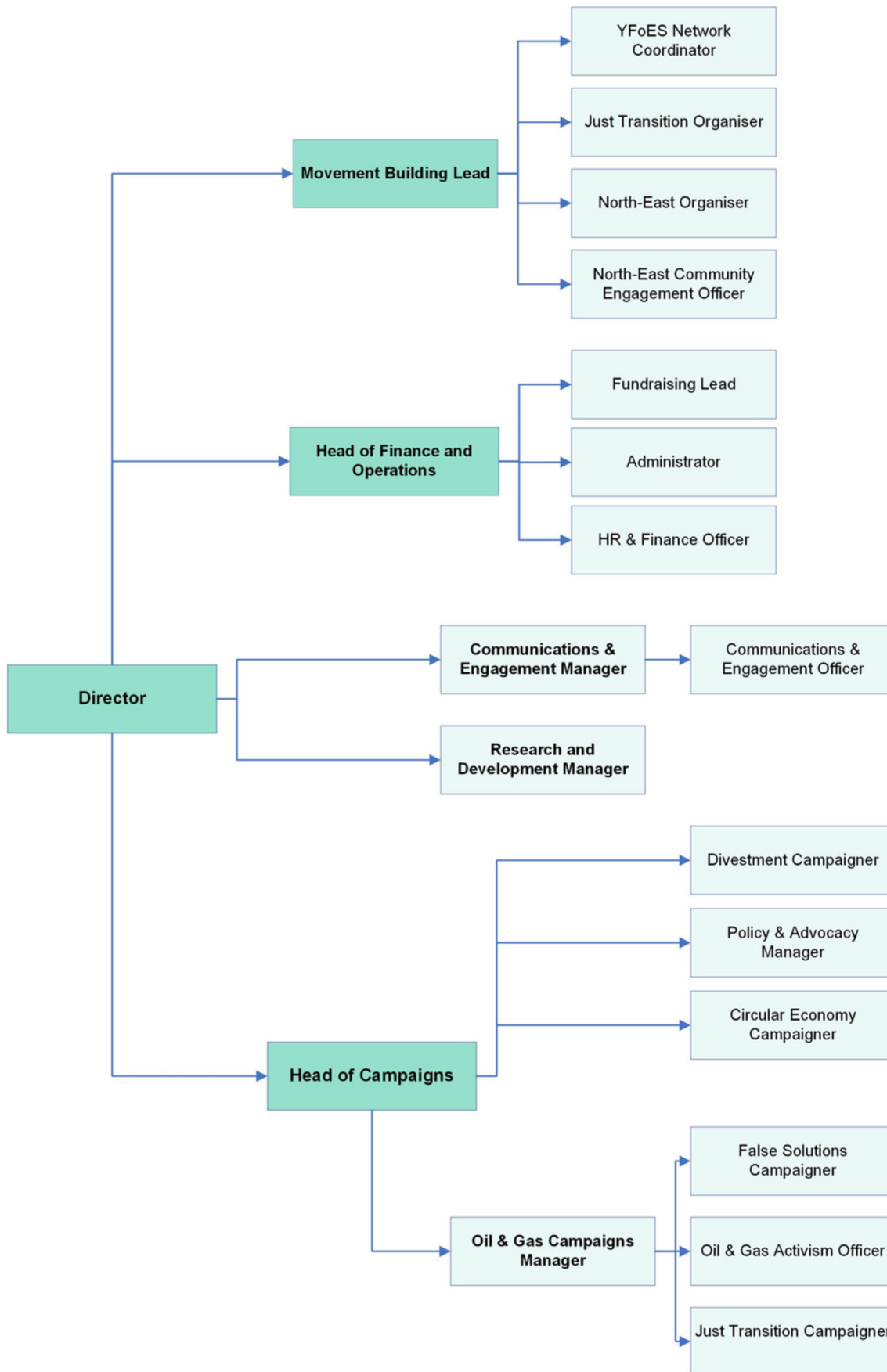
About this role

Desirable, not essential:

- Experience of managing budgets
- Experience facilitating, developing and delivering educational workshops and training.



Organisational Chart



Equal opportunities

We are committed to offering equal employment opportunity for all and to providing employees with a work environment free of discrimination and harassment.

We are committed to finding the right people for the jobs that we advertise. All employment and recruitment decisions are based on organisational needs, job requirements and individual qualifications, without regard to race, colour, religion, sexuality, gender identity or belief or any other status protected by the Equality Act 2010.

We are committed to increase the diversity of our team and encourage applications from people currently under-represented in the climate and environmental movement. We are working hard to create a space in which people from all walks of life see themselves. We therefore particularly encourage you to apply if you belong to one of these groups or sit at the intersections of multiple systems of oppression.

We monitor Equal Opportunities at Friends of the Earth Scotland as part of the application process. All Equal Opportunities forms are removed from applications prior to short listing.



**Friends of
the Earth
Scotland**

