

Senior Officer, Action on Climate Emergency

Job Description and Person Specification

Purpose of the role

Our new campaign expert will have a passion for climate change campaigning and the fantastic opportunity to lead a campaign with a national scope. They will support existing ACE groups, help to build new ones and shape over time a thriving climate campaigning community within the Green Party of England and Wales, with the aim to achieve real carbon reductions and ascertain the lead role of the Green Party as a driver of action on Climate Emergency.

They will develop and deliver effective plans and materials to recruit, retain and deepen the engagement of our members and supporters who campaign on Climate Change in the community. With a focus on engaging and supporting local Parties around Climate Emergencies.

The role will work closely with the Climate Action Officer and colleagues in Communications, Development and Membership to link activities across all the routes by which we speak to our members and supporters.

Salary:	£30,251 - £34,068 [Points 18-24 on the GPEW salary scale]
Hours:	35 hours per week
Job type:	Permanent
Location:	National Office, London
Line manager:	Head of Development
Line management responsibilities:	NA
Key relationships:	Climate Action Officer, Communications, Development, Memberships, AGC, Local Parties, Parliamentary Teams

Application process:

Applications to be submitted by **Wednesday, 1 April 2020** with interviews to be held the week commencing Monday, 6 April 2020. Please email your completed application form (found on www.greenparty.org.uk/jobs) to recruitment@greenparty.org.uk

Principal Roles and Responsibilities

Solving climate change needs strong political will, and a multitude of solutions implemented with urgency. The Green Party is the leading political party on the Climate Emergency (CE) in England and Wales. Our climate policies are the most ambitious of all parties, reflecting that climate change is a key driver for Green Party members.

To create a national political movement that will force national government to act seriously on climate change, following the example of local government, we need to maximise the number of local Councils declaring a CE and committing to ambitious Action Plans.

The three declared aims of the campaign are:

1. **To get all councils to declare a Climate Emergency** with an ambitious target; following through with a carbon audit and an Action Plan to reduce emissions.
2. **Make it real** i.e. to make those Action Plans concrete and locally specific, leading to implementation, which will involve Climate Action Partnerships. What can be done locally will depend on the type of council.
3. **Take it national** by holding central Government to account using the evidence of measured local emissions reductions, demanding that it co-operate with local Councils to cut greenhouse gas emissions to net zero by 2030 in the context of a Green New Deal.

Key Accountabilities

- To lead our work supporting Action on Climate Emergency campaigners in the community.
- To develop and deliver effective volunteer plans to recruit and retain supporters and create impact through our campaigns.
- To create strategies for volunteer opportunities and developments at a local level, inspiring campaigning tactics for climate issues, suitable for both mass campaigning and grassroots activism.
- Work with the Climate Action Officer in his programme of work with Councils with elected Greens.
- Produce materials and provide practical support to ensure the groups are equipped to be effective.
- Provide support to the Green Party Climate Change Policy Working Group and work to implement the work of the Group locally.

- To create supporter journeys that increase and enhance participation in our campaigns.
- To develop and implement effective supporter strategies with other teams in the organisation (Communications, Membership, Digital etc.).
- To monitor and evaluate campaigning activity in relation to individual work plans and contribute to organisational and team evaluation of campaigning.
- Develop an in-depth knowledge of campaign issues sufficient to deliver and represent a campaign.
- To project-manage cross-organisational projects as necessary, ensuring effective communications with other teams and departments.
- To create multi-media campaign materials to a high standard that are accurate and in line with GPEW policy and brand and which effectively engage and communicate messages to a variety of target audiences including campaigners and the general public.
- To support redevelopment of ACE Campaign website.
- To represent GPEW as required, and to network and build relationships that support campaigning.
- To speak to and motivate key supporter networks and ensure campaigners and other audiences are regularly updated on campaigning activity and progress.
- To manage research and insight on campaigning and communication, in line with budget.

Person Specification

Attribute		Essential/ desirable
Experience	Proven experience as a campaigner, or community organiser with a track record of campaigning activity	Essential
	Experience working with communities of supporters to achieve campaign objectives.	Essential
	Experience working in diverse environments with knowledge of Equality & Diversity requirements and best practice	Essential
Skills/abilities	Proven experience of applying effective campaigning tactics, and grassroots activities	Essential
	Applies the required technical and professional expertise to the highest standards	Essential
	Develops and implements innovative solutions to adapt and succeed in ever-changing and uncertain global and working environments	Essential
	Takes effective, considered and timely decisions by gathering and evaluating relevant information from within or outside the organisation	Essential
	Ability to work collaboratively to achieve shared goals and thrives on diversity of people and perspectives	Essential
	Ability to manage projects and meet deadlines when working under pressure on a number of projects	Essential
	Ability to influence a variety of stakeholders and work cross organisationally as an effective member of the team. Ability to prioritise stakeholder relationships	Essential
	Ability to collaborate with other campaigners, convening others to work together to deliver agreed outcomes	Essential
	Highly developed interpersonal skills, able to collaborate with a wide range of stakeholders in various organisations, sectors and locations	Essential
	Excellent communications and writing skills, and an ability to tailor written and verbal communications to a wide range of different audiences	Essential
	Ability to operate within a predominantly self-servicing administrative environment	Essential



Knowledge	Understanding of Green Party organisation at local, regional and national level	Essential
	Familiarity with relevant campaigns issues and organisations	Essential
	An understanding of volunteers, how to recruit and retain supporters using social media, communications, lobbying tactics and advocacy approaches	Essential
	A strong understanding of effective campaigner/supporter journeys	Essential
	Demonstrable understanding of the external environment and ability to assess trends and developments likely to affect campaigning and mobilisation	Essential
	Understanding of public participation in campaigning and of public activism motivations	Essential
	Promotes and shares best practices within and outside of the organisation	Essential
Personal attitudes	Takes personal responsibility and holds others accountable for delivering our ambitious goals, continually improving their own performance or that of the team/organisation.	Essential
	Committed to the aims and policies of the Green Party, and with development of a more sustainable and equitable society	Essential
	Creative and open minded with a willingness to innovate in pursuit of the objectives of the role	Essential
Personal circumstances	Eligible to work in the UK	Essential
	Able and willing to work occasional unsocial hours and outside of normal office hours as required	Essential
	Not a member of another UK political party	Essential
Equality	Committed fully to the principle of Equal Opportunities for all in line with Green Party policies	Essential

General points applicable to all Green Party of England and Wales jobs:

1. The Green Party strives to be an Equal Opportunities employer and requires its employees to carry out their work in accordance with its policies on equality of opportunity in relation to employees and volunteers, in promotion of the party's policies and access to the Party's services.
2. Green Party staff are required to abide by any policies in place to ensure, for example, health and safety at work, data protection, etc.
3. Green Party staff may be required to attend Green Party Executive (GPEx) and other meetings and conferences, so long as at least two weeks' notice is given and this does not conflict with leave already agreed. These meetings may take place out of office hours, in which case time off in lieu will be awarded.
4. The Green Party has a democratic structure with annual elections. Employees need to be aware that the organisational priorities which determine their work priorities are decisions of the Executive and may be subject to change as an Executive changes.
5. Green Party staff are assigned goals, work plans, guidelines and priorities by their line managers as part of the annual planning and review system, but are expected to show initiative within this framework in managing their workload to meet the overall goals of the party in line with the organisational plan.
6. Green Party staff are required to request authorisation for any major overtime from their line manager before undertaking any such work and to use an online system to manage their leave and TOIL in conjunction with their line manager.
7. Green Party staff may, from time to time, be required to provide written or oral reports to the Executive.
8. Green Party staff should be open to developmental needs which may arise and work with their line manager to address these needs through training or other routes.
9. Green Party staff are expected to identify and make recommendations to their manager on improving the systems within the office.
10. Green Party staff are expected to participate fully in the Party's teamwork ethos, attend staff meetings, share team duties and responsibilities and develop their work in co-operation with other colleagues.
11. Green Party staff are expected to promote and develop the role of volunteer staff within their area of responsibility in liaison with the HR & Office Manager and in accordance with the current policy on the management of volunteers.
12. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated routines and duties are naturally included in the job description. Green Party staff are expected to undertake any other reasonable tasks as requested by the Executive via their Head of Department, CEO or relevant GPEx Co-ordinator.

This job description may be periodically reviewed in consultation with the post holder.