

Job Description

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| Job Title: | Network Coordinator - Countryside Climate |
| Reference: | UK100J9 |
| Salary: | £35,000 pro rata 3 days a week |
| Hours: | Fixed term contract until 31 st December 2020. 24 hours per week (3 days a week). |
| Location: | 57-61 Charterhouse Street, London, EC1M 6HA |

To develop and manage a network of local leaders and organisations in countryside and rural areas committed to taking ambitious action to tackle air pollution and the Climate Emergency.

Key responsibilities:

- Secure support from Local Authorities representing rural communities for UK100 and our programme of work.
- Develop and manage a network of local leaders and organisations in countryside and rural areas that share policy expertise and best practice.
- Map and implement actions that enable countryside and rural issues to be appropriately represented in UK100's communications, advocacy and wider work.
- Develop the shared advocacy priorities of local political and business leaders in countryside and rural areas to enable plans to be taken forward that tackle air pollution and the climate emergency with ambition and urgency.
- To develop communications research, insights and materials for rural leaders that supports the develop of ambitious action to tackle the climate emergency and air pollution in their communities.
- Manage impactful projects: to time, on budget and that meet agreed Key Performance Indicators (KPIs).
- Represent UK100 at meetings and public events to promote ambitious action to tackle air pollution and the Climate Emergency from Local Authorities, national Government and business.
- To support and comply with UK100's guidance on branding, tone of voice and key messages, positively contributing towards raising UK100's profile.
- We are a small team. Ad hoc duties will thus arise, and every staff member is expected to support the team efforts.

Place in organisational structure:

The post holder will:

- report to the Director
- work closely with the Policy Director, Campaigns Manager and Programmes & Operations Manager.

Key relationships:

Internal: Director
 Policy Director
 Campaigns Manager
 Programmes and Operations Manager
 Operations & Campaigns Assistant
 Press & PR Manager
 Political Advisor
 Finance Officer

External: Relevant Local Authority officers in countryside and rural areas
 Business organisations operating in countryside and rural areas
 Relevant national government officials
 NGO's and partner organisations
 Academics

Working Conditions:

The postholder can be based in the UK100 London office, and will be expected to be flexible in the ways hours are worked. Some travel around the UK will be required.

Special Note:

This job description does not form part of the contract of employment, but indicates how that contract should be performed. The job description may be subject to amendment in the light of experience and in consultation with the post holder.

Compiled: Policy Director

Date last revised: March 2020

Person Specification

| Criteria | Essential |
|----------------------|---|
| Knowledge | <ul style="list-style-type: none"> - Strong understanding of relevant policy and politics re: air pollution and Climate Emergency - Understanding of the structures of local government - Understanding of opportunities and challenges for action on air pollution and the climate emergency in rural areas |
| Experience | <ul style="list-style-type: none"> - Policy development - Working in partnership with others - Working in a lobbying or advocacy role |
| Skills and abilities | <ul style="list-style-type: none"> - Ability to develop and maintain effective relationships - Effective project management skills |

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| | <ul style="list-style-type: none">- Excellent communication skills- Strong project management skills- Ability to represent the organisation with external stakeholders |
| Other | <ul style="list-style-type: none">- Committed to the vision of UK100 |

Closing Date: 1st April 2020 23.59 GMT

Interviews: To be held at our London office on 8th April 2020.

Application Details: Please send a CV (max 2 pages) and a cover letter that sets out how you would take forward the role and what you see as the main priorities (max 1 page) to: jobs@uk100.org