

## Job Description

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| <b>Job Title:</b> | Countryside Climate Network Coordinator                             |
| <b>Reference:</b> | UK100J9   |
| <b>Salary:</b>    | £35,000 pro rata 3 days a week                                      |
| <b>Hours:</b>     | Fixed term contract - 6 months<br>24 hours per week (3 days a week) |
| <b>Location:</b>  | Virtual but will be office based in London in the future            |

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:

- Develop and manage a network of local leaders and organisations in countryside and rural areas that share policy expertise and best practice around climate action, feeding into UK100's wider programme of work.
- 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 support rural local leaders in using the outputs of UK100's communications research, insights and materials in support 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 Programmes & Operations Manager
- work closely with the Director, Policy Director and Campaigns Manager

**Key relationships:**

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

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:**

Currently a home based role, with a London based office in the future. Some travel around the UK may 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:** October 2020

**Person Specification**

| <b>Criteria</b>      | <b>Essential</b>  |
|----------------------|---|
| Knowledge            | <ul style="list-style-type: none"> <li>- Strong understanding of relevant policy and politics re: air pollution and Climate Emergency</li> <li>- Understanding of the structures of local government</li> <li>- Understanding of opportunities and challenges for action on air pollution and the climate emergency in rural areas</li> </ul> |
| Experience           | <ul style="list-style-type: none"> <li>- Policy development</li> <li>- Working in partnership with others</li> <li>- Working in a lobbying or advocacy role</li> </ul>  |
| Skills and abilities | <ul style="list-style-type: none"> <li>- Ability to develop and maintain effective relationships</li> <li>- Effective project management skills</li> <li>- Excellent communication skills</li> <li>- Ability to represent the organisation with external stakeholders</li> </ul>  |
| Other                | <ul style="list-style-type: none"> <li>- Committed to the vision of UK100</li> </ul>  |

**Closing Date:** 1st November 2020

**Interviews:** Held virtually, week commencing 2nd November

**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](mailto:jobs@uk100.org)