

Role profile

Job title	Teach the Future Campaign Organiser - up to 4 roles available
Reports to:	SOS-UK Campaign Manager - Education
Location:	UK-wide
FTE:	Variable hours contract
Contract:	6-month fixed term contract, with a possibility of extension
Working patterns:	7 hours per week, with potential to increase to 10-12 hours depending on individual capacity and campaign needs Occasional UK-wide travel, regular evening calls and occasional weekend commitments
Pay band	£12.00 per hour (UK real living wage), £13.15 for staff in London

Introducing SOS-UK

SOS-UK is a student-led education charity focusing on sustainability. We know environmental sustainability cannot be achieved in isolation, so our work spans across issues of climate justice and wellbeing as well. We believe in lifelong learning and work on sustainability across all forms of education from early years to workplace learning. We act as a support crew - facilitating, encouraging and mentoring people wherever they are on their journey in sustainability.

Our vision is to see: more students leading on, and learning for, sustainability; an education system repurposed around the climate emergency and ecological crisis; and sustainability that is more inclusive, so it is for everyone.

Purpose of role

Teach the Future is a volunteer-led campaign with campaign asks in each UK nation. This role works to support and mobilise volunteers, and work with them to progress campaign aims. As we go into a general election year, there will be a large focus on leading Teach the Future's General Election campaign.

You will build on the substantial progress and momentum we have created through Teach the Future to date, working to ensure young people's voices and the call for climate education is heard in a busy General Election year. You will proactively work to engage volunteers with media coverage and political engagement to progress the campaign asks.

Key responsibilities
1. Organise activities across the UK, remotely and in person, ensuring the Teach the Future campaign is continuing to impactfully engage a range of stakeholders, including politicians.
2. Mobilise a diverse range of supporters and volunteers, particularly online, leading them to develop policies, strategies, communications and resources to drive political engagement with delivering on climate education.
3. Work with a range of volunteers to deliver favourable media coverage and constructive political engagement.

Specific duties and activities
4. Support the recruitment and onboarding of student volunteers from a breadth of backgrounds to the campaign, including those across secondary and tertiary education.
5. Coordinate volunteers to drive forward political engagement work.
6. Work well as part of the staff and volunteer team. This will include online calls on weekday evenings and 1-2-1s with core SOS-UK staff during the week.
7. Lead on engaging and mobilising our supporting partners.
8. Work with volunteers to reach out to, and secure the formal support of, more education and environmental charities, professional and sector bodies and exam companies.
9. Lead on and support volunteers to create and publish engaging online communications, including social media posts, relating to the campaign and build our digital following.
10. Lead on and support volunteers to proactively engage politicians and their advisors in the campaign asks, especially in the build-up to elections.
11. Work with volunteers to organise petitions and other campaigning actions as and when required.
12. Effectively and efficiently administer the campaign including: managing the campaign email inbox; responding to direct enquiries; keeping the website up-to-date; overseeing the development of digital assets for the campaign; developing high quality useful resources; instigating regular blog content by volunteers and supporters; managing email campaigns and updates; producing regular social media content; organising internal and external meetings; drafting, and following-up on, formal correspondence; creating regular partner updates; drafting media releases; filing correspondence and documentation; contributing to accurate financial record keeping; supporting core staff with fundraising.

Shared responsibilities
13. Carry out other duties and activities as may reasonably be required in order to support volunteers and colleagues in achieving shared goals.
14. Actively engage in individual and team professional development activities.
15. Commit to ongoing personal and professional development and to ongoing learning about intersectionality and anti-racism.
16. Adhere to SOS-UK group policies and practices, and actively support and promote the SOS-UK vision, mission and objectives through your work.

Person specification		
Essential elements should be demonstrated before appointment and maintained in post. Desirable elements should be developed and maintained once in post as needed. It is recognized that these are student roles and therefore levels of experience will be considered based on both actual experience and potential.		
Qualifications and experience	Essential	Desirable
Experience and/or demonstrate potential of coordinating successful campaigns	1	
Experience and/or demonstrate potential of coordinating volunteers	1	
Experience and/or demonstrate potential of successfully engaging key stakeholder groups (students, educators, policy makers, politicians, media etc.)		1
Experience and/or demonstrate potential of coordinating communications work and engaging the media		1
Experience and/or demonstrate potential of engaging politicians and their advisors		1
Knowledge	Essential	Desirable
A good understanding of the climate emergency and ecological crisis, or strong willingness to learn	1	
Some understanding of education policy in one or more UK nation, or strong willingness to learn	1	
IT literate, with a detailed knowledge of platforms like Google Drive and Slack	1	
Skills	Essential	Desirable
Strong people skills, including the ability to enthuse, motivate and organise others and the ability to collaborate and resolve conflict within teams	1	
Great campaign management skills, especially time management, and the ability to manage multiple tasks at the same time	1	
Excellent communication skills, specifically the ability to produce concise and well-presented communications	1	
Good administration skills and highly reliable	1	
Confident and effective onboarder or trainer		1
Ability to work with minimum supervision	1	
Ability to create impactful online and social media communications, ideally with experience of design applications like Canva		1
Creative and innovative problem-solving skills		1
Attributes	Essential	Desirable
Commitment to being an active part of an anti-racist organisation with intersectional climate justice as a core value	1	
A positive and persuasive champion of sustainability issues		1

Last updated: 14/12/2023