



Job Advert | Campaigns Assistant (New Parent Leave Cover)

Role: Campaigns Assistant (New Parent Leave Cover)

Location: Remote (within UK)

Salary: Grade 1 of Uplift's payscale - from £36,753 to £42,283.

Hours: Standard working hours 9.00 - 17.30, with availability to attend external events which may fall outside these hours. Flexible working requests will be considered.

Length of contract: Fixed 9-month contract

Benefits: Annual Professional Development Allowance, Employee Assistance Programme, home office set up allowance, consideration of flexible working requirements and work/workplace adjustments, and organisational focus on employee wellbeing

Starting date: ASAP

Closing date: Sunday 5th April, 11pm

Proposed interviews: week commencing 13th April

About Us

Uplift supports efforts to create a rapid and fair transition away from oil and gas production in the UK.

We urgently need to phase out oil and gas drilling to stay within safe climate limits. Yet, despite having renewable resources in abundance, the UK remains Europe's second largest oil and gas producer.

We can and must be ambitious about moving past oil and gas production, while empowering and supporting workers and communities who rely on the industry for their livelihoods. Working with everyone from policy-makers and Parliamentarians, to academics and campaigners, Uplift undertakes research, analysis and campaigning to support a rapid and fair transition away from oil and gas production in the UK.

The Role

We are looking for a Campaigns Assistant (New Parent Leave Cover), to support the Campaigns and Movement Building team in delivering campaigns to stop new oil and gas fields and accelerate a fair phase-out of oil and gas in the UK.

The Campaigns Assistant will play a key role in ensuring campaign infrastructure runs smoothly and that mobilisation activities, stakeholder communications, and campaign logistics are effectively coordinated.



Core responsibilities will include:

Campaign and Project Support

- Provide administrative and coordination support to campaigners across multiple projects.

Mobilisation and Campaign Logistics

- Support the planning and delivery of campaign mobilisations and events, including coordination with campaign partners and volunteers.
- Assist with designing and ordering campaign materials

Campaign Materials and Fulfilment

- Coordinate requests from partner groups for campaign materials.
- Prepare and send campaign materials to partner organisations and community groups.

Communications and Inbox Management

- Manage campaign inboxes.
- Moderate campaign tools such as digital postcard systems.

Stakeholder and Partner Engagement

- Support communication with campaign partners and across the climate movement.
- Represent Uplift in relevant network meetings and coalition spaces where appropriate.

Campaign Tracking and Data Management

- Maintain accurate campaign records across spreadsheets, trackers, and internal databases.
- Support the coordination of political pledges and campaign supporter lists.

Event and Meeting Coordination

- Assist in organising campaign events, partner gatherings, and network meetings, including managing event logistics.
- Support promotion of events and coordination.

Please find the [full description here](#).

Application

To apply for this role, [please submit a job application form via this link](#) which will be reviewed by our Careers Team.



Please do not send your application via email.

Accessibility and Anti-Oppression are at the core of Uplift's values and therefore we strongly encourage applications from candidates whose backgrounds or accessibility/support needs mean they have been traditionally under-represented in the climate and environment sector. Therefore we also encourage candidates to [complete our equal opportunities monitoring form](#). Questions are optional and your answers will be treated confidentially and will in no way affect your application. This form is received separately from your application when we receive it and does not form any part of the shortlisting or interview process.

Should you have any specific questions you wish to discuss about your application then send an email to careers@upliftuk.org.

If you are unsure if you meet the requirements or feel you will be disadvantaged by the process then please email us at careers@upliftuk.org so we can see how we might provide support.

Unfortunately, we can only consider candidates who are already eligible to work in the UK.

Strictly no agencies.