

Climate Cymru Campaign Manager

JOB DESCRIPTION

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| Employed by: | Welsh Centre for International Affairs (WCIA) |
| Responsible to: | Chief Executive |
| Salary and pension: | Band D (points 23-31 on NJC Scale – starting at £27,041 pro rata) – employees usually start on the first point in the pay band You will be enrolled automatically into our pension scheme and the WCIA will match your contribution up to a maximum of 5% of your gross salary (minimum 1%) |
| Employment terms: | Fixed term contract. As soon as available – Dec 31 2021 – we will consider secondments for this role |
| Base: | Offices of the WCIA, Temple of Peace, Cardiff with options for home and remote working. |
| Hours: | 3 days per week (0.6 FTE based on 37-hour working week) |
| Leave allowance: | 36 days including bank holidays pro rata |
| Travel: | This role will require travel throughout Wales and to Scotland, including overnight stays (if circumstances permit). Expenses will be paid. |

About Climate Cymru

Climate.Cymru is a campaign to take 50,000 voices from Wales to COP26 – the UN’s Climate Change Conference in Glasgow in November 2021. We’re not asking people or organisations to sign up to pledges, but to say what they need from our leaders to tackle the climate and nature emergencies. We’re aiming to get a wide a range of voices as possible – all ages and backgrounds, from rural and urban areas and from all political persuasions.

Climate.Cymru launched on 8 March 2021 and so far has over 60 partners and over 20 ambassadors. Decisions are made by a steering group made up of partners and ambassadors.

This is a campaign of Stop Climate Chaos Cymru (SCCC). WCIA is a partner of SCCC and the host of this project so is the employer for the Campaign Manager.

Summary of Role

The Campaign Manager will work with partners, ambassadors and businesses to make sure we reach our target of taking 50,000 diverse voices from Wales to COP26. The successful candidate will ensure those voices are representative of people across Wales and will coordinate the Climate.Cymru presence at COP26 (either digital or physical depending on COVID restrictions).

The Campaign Manager will keep up excellent communications with across the partnership and with the funder, ensuring recognition, financial reporting and narrative reporting requirements are met. They will make sure there is a strong legacy from Climate.Cymru drawing more members into the Stop Climate Chaos Cymru partnership and ensuring Wales has a strong and diverse climate lobby beyond Glasgow.

Specific responsibilities for this role include:

1. Coordinating the Climate Cymru campaign

- Organising and coordinating regular steering group meetings and communicating clearly with those who can't attend – this includes some evening meetings
- Ensuring excellent communications with partners and ambassadors and making sure they have everything they need to reach as many people as possible – this includes working with people and organisations whose voices have not been included in the past
- Working with partners to bring new partners, ambassadors and businesses to the group
- Organising the logistics of activities, stunts and events agreed with the steering group to get more people involved in the campaign
- Developing and delivering a legacy plan for the campaign leading to a stronger cross-sectoral climate lobby for Wales beyond Glasgow

2. Coordinating the Climate.Cymru physical and/or digital presence at COP26 in Glasgow

- Ensuring the 50,000 voices are represented through creative digital and/or physical media throughout the 2 weeks of COP26
- Giving opportunities to those who can't attend in person to get involved virtually
- Coordinating opportunities for partners to showcase their innovative climate action at COP26

3. Project Managing the Climate.Cymru funding:

- Managing the Climate.Cymru budget ensuring financial reporting is in line with WCIA and funder requirements
- Conducting appropriate monitoring, evaluation, learning and reporting for the campaign partners and the funder
- Following (and updating where appropriate) all relevant policies and procedures including safeguarding and data protection

4. To undertake other relevant duties as delegated by your line manager in liaison with the Climate.Cymru steering group.

Person Specification

In this section, you'll find our core values and the essential requirements for the role. We expect your application form to demonstrate how you meet several of these requirements with the others assessed at interview (as indicated in the table). We expect the core values to be reflected throughout your application and interview.

Core values

| Values | |
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| Commitment to the mission, vision and values of the WCIA | Demonstrates an understanding of and commitment to the WCIA mission, vision and values including the principles of human rights, peace, sustainability, global citizenship and international co-operation. |
| Inclusion and fair treatment | Treats all people fairly and with dignity and respect; shows respect and sensitivity towards difference including in relation to gender, sexual orientation, cultural and religious differences; challenges prejudice, biases and intolerance in the workplace and beyond; encourages diversity. |
| Integrity | Takes responsibility for own actions; maintains high ethical standards; takes clear ethical stands; immediately addresses untrustworthy or dishonest behaviour; does not abuse power or authority; maintains transparency and is accountable in all matters; takes a responsible and cost-effective approach to using the charity's funds. |

Essential requirements

[AF – assessed on the application form; I = assessed at interview]

The successful candidate will be able to:

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| Coordinate successful campaigns involving people from across backgrounds and ages and including stakeholders from public, private and third sectors including those whose voices have not been included in the past | x | x |
| Plan, prioritise and organise work activities to achieve high standards and meet deadlines; consistently achieves objectives | x | x |
| Communicates clearly and concisely in written and spoken media about the campaign and related issues; adapts content and style to the needs of the audience – confident running meetings, liaising with the media and interacting with people from all backgrounds and ages | | x |
| Communicate fluently in English and Welsh. We will consider applications from those not fluent in Welsh if you can demonstrate commitment to and experience in operating a fully bilingual campaign | | x |
| Organise and coordinate digital and physical events and activities involving multiple stakeholders and partners | x | x |
| Gain agreement and commitment from others by persuading, convincing and negotiating; makes a strong impact on others | | x |
| Manage the campaign within deadlines and budgets; using exemplar monitoring and evaluation from project inception through to completion | x | |
| Handle enquiries of all kinds; makes measured, clear and quick decisions; takes responsibility for decisions and outcomes; takes the initiative | x | x |
| Follow policies and procedures, suggesting additions or changes where required | x | |
| Identify and suggest creative ideas and solutions; analyse a range of views and perspectives; think imaginatively while keeping the goal in mind; is solutions focused and innovative. | x | x |
| Confidently and competently use ICT including web editing, social media platforms, video conferencing, file sharing platforms and Microsoft Office programmes | x | |

Application Process

All applicants must complete the official WCIA Application for Employment form, available at <https://www.wcia.org.uk/get-involved/vacancies/>. **Please provide all relevant information on the application form. Please only submit an application form – we will not accept CVs or cover letters as part of an application.**

All applicants should complete the Equal Opportunities form. Please note, these are separated from your application form upon receipt and not shared with the shortlisting or interview panel.

Please submit your application by email to centre@wcia.org.uk. If you do not have access to email you can send a paper application to the address given on the application form. Please get in touch if you have any other access requirements in order to submit an application.

The deadline for receipt of applications is **5.00pm on Monday 19 April 2021**. We will send an email acknowledgement to all applicants. If you do not receive an acknowledgement before the deadline please contact us. We cannot be held responsible for applications that do not reach us, or that arrive after the deadline.

If you are shortlisted for an interview, we will contact you directly. Interviews will take place in the **week beginning 26 April** on Zoom or at the Temple of Peace, Cardiff depending on COVID regulations at the time of interview. The interview process will include a panel interview, presentation and short task.

No references will be taken up until a provisional offer of employment has been made.

Unsuccessful applicants will be informed by email.