

# CAMPAIGNER (MATERNITY COVER) PART-TIME



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Please read this pack before making your application

## BACKGROUND: COAL ACTION NETWORK

Coal Action Network works for an end to coal-fired power generation, coal extraction and coal imports in the UK, and for justice for communities affected by the UK's current and historical coal consumption and extraction.

We do so by working in solidarity with communities on the front-lines of coal-extraction in the UK and in countries where coal is imported to the UK. We offer support in terms of campaign strategy, communications, building networks, fundraising, research, organising events, mobilising grassroots campaigns and supporting legal challenges to coal companies.

More broadly, we seek to amplify and strengthen the networks and capacity of front-line communities against extractivism and environmental racism, and for just transition.

## ROLE DETAILS

**Location:** UK

Home working or option of office-working in Bristol.

**Remuneration:** £860 per month for 6 months

**Hours:** 14 hours per week (flexible working)

**Holiday:** Because we are all self-employed there is not 'paid holiday' but 'holiday pay' is factored in to the monthly remuneration

## ROLE DETAILS (2)

This is a 6 month freelance contract from October 2020 to April/May 2021. Depending on funding availability we may be able to extend the contract. The start date can be chosen to suit you but cannot be after 31st October.

### Contract

Like all current roles at CAN, this is a self-employed freelance contract. If you are not self-employed we can support you to register and plan for paying your own tax. In 2021 we aim to be a registered employer and all self-employed contract workers will be invited to go on the organisation's payroll.

### Working Culture

You will be part of a two-person part-time team (which may expand further in 2021), working alongside one other campaigner/organiser. We make decisions and carry out the organisation's activities together as a collective, with a commitment to non-hierarchy, while respecting each others areas of expertise. We support each other to work flexibly alongside other jobs, child and adult care, and to respond to our mental health and wellbeing needs. We hold ourselves accountable to the communities whose campaigns we support, to our funders and to each other.

## INCLUSIVE HIRING COMMITMENT

We particularly welcome applicants from backgrounds currently under-represented in paid roles in the UK environmental movement, including people from BAME and migrant backgrounds, refugee backgrounds, people who identify (or have identified in the past) as working class, gender diverse people, people with disabilities, and people from or based in the North of England, Wales and Scotland.

If our equal opportunities monitoring indicates that we have not received a diverse range of applications then we will re-open the application process, in which case you will be notified and your application will be automatically re-submitted.

Home and office working can be supported with: ergonomic chair, plasma screen, and if necessary, a second-hand laptop. It is not essential to work in our Bristol office and we encourage UK-wide applications.

Our office does not have step-free access but if this is a barrier for you and you wish to work from an office in Bristol then we will seek to change to an office which can accommodate your needs.

## **INCLUSIVE HIRING (2)**

We are committed to improving our commitment to diversity and inclusion, and to decolonising the environmental movement. We welcome applications from people who will challenge us to go further in doing this.

Please contact us if you have questions or comments regarding accessibility and inclusivity or about other aspects of the job advert, the interview or the role, prior to the closing date.

Please inform us if you would need paid childcare cover or any other accommodations in order to attend the online interview.

## **ROLE DESCRIPTION: CAMPAIGNER (MATERNITY COVER) PART-TIME**

### **ROLE PURPOSE**

You will play a key role in accelerating the end of coal extraction and coal-fired power in the UK. Your role will also support international campaigns to bring an end to the UK's coal imports. You will work in solidarity with people on the front lines of coal extraction, resource and network them where needed, and amplify their voices. You will help increase understanding and dispel disinformation about coal extraction through the media, publications and our website. You will enable our wider support network to take action by communicating activities via social media and our newsletter to influence decisions on coal.

The next six months are crucial in the fight against an opencast coal mine and an underground coking coal mine, you have an opportunity to make real lasting change.

You will work alongside one other campaigner, sometimes working alone, sometimes collaborating on actions, and making strategic decisions as a team.

If aspects of the Role Description below are unfamiliar to you, please see 'Non-essential' section of the Person Specification for details of what we can teach you on the job.

## **ROLE DESCRIPTION: KEY RESPONSIBILITIES**

Depending on the timeline of external events, including restrictions posed by COVID-19 AND on what you feel are your particular strengths, over the six month period you will collaborate and/or lead on any of the following tasks:

### **Campaign and movement building**

- Helping to develop and deliver strategic campaigns against coal with local campaign partners
- Building and supporting networks of different groups campaigning against coal, dirty energy, and for just transition in the UK and internationally
- Organising public meetings and trainings and one-to-one meetings with local communities affected by coal and attending relevant events, on behalf of Coal Action Network

### **Communications**

- Producing or collaborating on articles and newsletters relevant to Coal Action Network's campaigns
- Producing easily-accessible resources for different audiences
- Speaking at outreach and information events aimed different audiences
- Assisting with media and social media work

### **Actions**

- Engaging with the planning system and enabling others to do so, including working with our legal advisors
- Organising creative protests which centre front-line communities at every stage of the process
- Running online actions such as letter write-ins and petitions

### **Organisation**

- Assisting in researching funding opportunities, drafting grant applications and reports to funders
- Participate in collective decision-making processes about strategy and the running of the organisation including the recruitment of a new team member
- Any other appropriate tasks as agreed with the team

# PERSON SPECIFICATION: CAMPAIGNER (MATERNITY COVER) PART-TIME

The experience, knowledge and skills that we are looking for can have been gained in a paid or voluntary capacity. We are interested in a breadth of experience not limited to climate or environmental campaigning.

## ESSENTIAL

- Experience of sustained grassroots campaigning and/or community organising as part of, or in support of a community (this need not be in a paid role)
- Proven ability to write, copy-edit and proofread using clear, simple and powerful language with good command of written English.
- Familiarity with social media
- Ability to work as part of a team, collaborating on shared projects, within the organisation and with partner organisations and freelancers.
- Ability to manage your own workload, work unsupervised from home (unless Bristol based) and use your initiative (there will be an induction period).
- Ability to work in a non-hierarchical structure.
- Sympathy for our aims and mission, and alignment with our values.
- Proven commitment to and understanding of principles of environmental justice and grassroots organising.
- Ability to learn and grasp (and/or to teach us more about) the issues around coal, solidarity work, environmental racism, extractivism and just transition.
- Willingness to learn new skills relevant to the job description.
- Willingness to travel to meetings and events with partners (caution and/or restrictions around Covid will be respected as will mobility limitations. Our staff are currently not travelling due to Covid. Driving is not required)
- Willingness to work flexible hours to be agreed as a team, including occasional early starts and evening working

## NON- ESSENTIAL

We can help you learn the following, if you don't have experience in:

- The landscape of coal campaigning
- Navigating the planning system
- Writing press releases & pitching articles to press
- Editing a Wordpress site
- Creating social media graphics

All training will take place within your paid hours.

# APPLICATION PROCESS

## BEFORE YOU APPLY

Please read the Role Description and Person Specification carefully. You will be offered an interview based on the extent to which you meet the Essential criteria in the Person Specification. Please get in touch with [isobel@coalaction.org.uk](mailto:isobel@coalaction.org.uk) if you have any questions about the process, the role, or Coal Action Network

## TO APPLY

Please send the following to [isobel@coalaction.org.uk](mailto:isobel@coalaction.org.uk) no later than midnight 24.09.20

- A covering letter (maximum 2 pages) to explain:

How you meet the essential criteria in the Person Specification, giving examples of your experience.

Why you want to work with Coal Action Network as Campaigner (Maternity Cover)

- Name and contact details of two referees
- Completed Equal Opportunities Monitoring Form - available on our website

Please do NOT send us a CV with your application.

## AFTER YOU APPLY

On 26.09.2020 we will let you know if you have been shortlisted for interview

Interviews will take place via Zoom on 2nd and 5th October. In the interview you will have the opportunity to ask us as many questions as we ask you.

We will contact referees between 25th September-6th October and an offer will be made upon receipt of references.

## WHEN YOU START THE ROLE

There will be a four-week period of induction whereby you will begin some tasks in the role and receive training in others, alongside general organisational onboarding, but won't be expected to produce tangible outputs. This will be followed by a three-month review period with ongoing opportunities to identify support needs or changes to the role brief.