

Role profile

Job title	Student volunteer coordinator - Teach the Future (1 role @ 1 day/ 7hours a week)
Reports to:	Teach the Future/ SOS-UK core staff and TtF volunteers
Location:	Northern Ireland (Home-based)
FTE:	Variable hours contract
Contract:	4-month fixed term contract starting mid-April
Working patterns:	Occasional UK-wide travel, regular evening calls and occasional weekend commitments
Pay band	£9.90 per hour (real living wage)

Introducing SOS-UK

For over two decades NUS, now through [SOS-UK](https://www.sos-uk.org), has led on transformational sustainability work within the students' union movement and now across the education sector. This ranges from individual behaviour change initiatives like [Student Switch Off](#) and [Green Impact](#) to national systems change campaigns like [Divest-Invest](#), [Mock COP26](#) and [Race for Nature's Recovery](#). In October 2019 NUS officers and staff launched [SOS-UK](#), an exciting new charity that enables us to go further and faster with our student-led sustainability work in response to the climate emergency. [Teach the Future](#) is our leading campaign working to put climate and sustainability at the fore of national education policy. Teach the Future sets out to ensure the whole education system is a central pillar of the Government's carbon net-zero strategy.

Purpose of role

Teach the Future (TtF) is a volunteer-led campaign and this role aims to support and mobilise TtF volunteers to progress the campaign aims in Northern Ireland. You will build on the substantial progress and momentum we have created through Teach the Future to date, increase our supporter base to reflect the range stakeholders in Northern Ireland, engage volunteers with media coverage and political engagement. As a volunteer coordinator, you will work with and support volunteers to enhance the chances of our TtF recommendations being committed to by the each of the UK nations' governments. This is to build on momentum from COP26 and ensure TtF continues to push national governments to be ambitious about committing to meaningful climate and sustainability learning.

Key responsibilities

1. Coordinate volunteer delivery of Teach the Future in Northern Ireland, ensuring our campaign is impactful and successful
2. Recruit and mobilise a diverse range of supporters and volunteers, particularly online, leading them to take action that positively progresses our campaign

3. Work with a range of volunteers to deliver further favourable media coverage and constructive political engagement

Specific duties and activities
4. Recruit and onboard student volunteers from a breadth of backgrounds to the campaign, including those in tertiary education.
5. Coordinate and support the work of our volunteer students and adults, ensuring they are motivated, productive and impactful.
6. Work well as part of the UK-wide staff and volunteer team.
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. Support volunteers to publish engaging social media posts relating to the campaign, and build our following.
10. Engage volunteers with publishers to ensure our campaign receives further positive press coverage.
11. Support and organise volunteers to proactively and progressively engage politicians and their advisors in the campaign.
12. Work with volunteers to organise petitions as and when required.
13. Develop your nation's branch of the campaign through volunteer mobilization, including: researching your nation's education policies; engaging a broad range of volunteers with policy officials and policy makers.
14. Support volunteers to progress new developments and initiatives within the campaign including, but not limited to, building petitions, responding to consultations, writing articles, supporting the Adult Advisory Board.
15. Work with volunteers to develop the campaign's work engaging local councils and secure buy-in regionally.
16. Effectively and efficiently administer the campaign (primarily by empowering and coordinating volunteers), 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 students; managing email campaigns and updates; producing regular social media content; organising internal and external meetings; drafting, and following-up on, formal correspondence; creating fortnightly partner updates; drafting media releases; filing correspondence and documentation; contribute to accurate financial record keeping.
17. Support the delivery of UK-wide work including coordinating UK-wide working groups through positive volunteer engagement.
18. Work with volunteers and SOS-UK core staff to write clear and concise update reports for funders as required.
19. Engage volunteers in supporting SOS-UK core staff in funding applications relating to the campaign.

Shared responsibilities
20. Carry out other duties and activities as may reasonably be required in order to support volunteers and colleagues in achieving shared goals.
21. Actively engage in individual and team professional development activities.
22. Carry out the responsibilities of this role in a resource efficient manner.
23. 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
Experience and/or demonstrate potential of working with funders		1
Knowledge	Essential	Desirable
A good understanding of the climate emergency and ecological crisis	1	
A good understanding of education policy in one or more UK nation		1
IT literate, with a detailed knowledge of platforms like Google Drive, slack and Todoist	1	
Skills	Essential	Desirable
Strong people skills, especially the ability to enthuse, motivate and organise others	1	
Great campaign management skills, especially time management, and the ability to manage several workstreams at the same time	1	
Excellent communication skills, specifically the ability to produce high quality, 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 working in an environment that promotes equality of opportunity whilst recognising and valuing diversity	1	
A positive and persuasive champion of sustainability issues		1