

Student staff role profile

Job title	Climate Action Plan Coordinator - 2 roles available
Reports to:	Project Manager - Education
Location:	Homeworking anywhere in the UK, ideally in or near to one of the five target regions: East Anglia (Great Yarmouth), South Coast/Hampshire (Southampton), North East (Newcastle upon Tyne), North West (Liverpool), South West (Weston Super-Mare and Plymouth)
FTE:	Variable hours contract
Contract:	6-month fixed term contract from May - December 2023
Working patterns:	7 hours per week, term time Occasional UK-wide travel, regular evening calls and occasional weekend commitments
Pay band	£10.90 per hour (UK real living wage), £11.95 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.

We see the power and potential in students and young people to be at the forefront of change. We work alongside them as equal partners in their sustainability leadership journeys. We believe that when students lead on sustainability, they learn about it, picking up the vital knowledge, skills and competencies they will need to help transform society into a more just and sustainable place.

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

As part of SOS-UK's Green Schools Revolution, we are working with secondary schools to develop Climate Action Plans through a youth-led approach. In accordance with DfE's Climate Change and Sustainability Strategy, from 2025 all schools in England will need to have a Climate Action Plan (CAP). This role will support the development of a set of good practice examples and a bank of resources to help schools across England to create and implement impactful CAPs through youth social action. To do this we will work with 24 secondary schools, facilitating teams of pupils to lead the development of a CAP for their school.

Climate Action Plan Coordinators will work with project managers to coordinate all aspects of the project. This includes the development and maintenance of resources, working with the research team at SOS-UK to monitor reach and impact, and support wider communications on social media and mainstream news outlets about the project.

Key responsibilities
1. Support schools across the UK to develop Climate Action Plans through a student-led approach.
2. Work with core staff, other student staff and student volunteers to coordinate all aspects of the project, including outreach, communications, and monitoring and evaluation.
3. Maintain and develop resources and materials to ensure a wider range of schools are able to access support to develop Climate Action Plans.

Specific duties and activities
4. Support the recruitment and onboarding of student volunteers from participating schools.
5. Lead on and coordinate volunteers to lead on Climate Action Plans, ensuring they are effective and impactful, and agreed upon by all stakeholders within the school community.
6. Lead on engaging and mobilising our supporting partners within participating schools and externally.
7. Publish engaging social media posts relating to the campaign, and build our digital following.
8. Engage with media to ensure our project receives further positive press coverage.
9. Effectively and efficiently administer the project, including: managing the shared email inbox; responding to direct enquiries; keeping the website up-to-date; overseeing the development of digital assets for the project; developing high quality useful resources; instigating regular blog content; 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.

Shared responsibilities
10. Carry out other duties and activities as may reasonably be required in order to support colleagues in achieving shared goals.
11. Actively engage in individual and team professional development activities.
12. Carry out the responsibilities of this role in a resource efficient manner.
13. Commit to ongoing personal and professional development and to ongoing learning about intersectionality and anti-racism.
14. 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 projects	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 working with funders		1
Knowledge	Essential	Desirable
A good understanding of the climate emergency and ecological crisis, or strong willingness to learn	1	
A good understanding of climate and/or sustainability education, or strong willingness to learn	1	
IT literate, with a detailed knowledge of platforms like Google Drive and Slack, or strong willingness to learn	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 project 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 facilitator 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: 16/03/2023