

Friends of the Earth Ireland

We're hiring a Campaigns Manager

July 2013

The Opportunity

Friends of the Earth is an environmental campaigning organization whose mission is to shift the balance of Irish policy and practice in favour of environmental justice and sustainability at home and internationally.

We are trying to change the world on a shoestring and in the face of opposition from powerful vested interests. So, unsurprisingly, we need remarkable people on our team. We work closely and flexibly to advance the organization's goals, values and mission.

The Job

As Campaigns Manager will be responsible for the development and delivery of our policy, advocacy, activism and education work.

You will

- **Drive our “Community Power” campaign** - our exciting new project on community ownership of renewable energy, as part of an EU-funded consortium.
- **Lead our activism work** – in particular as the key support worker for Young Friends of the Earth.
- **Coordinate our advocacy work** - communicating Friends of the Earth messages to decision-makers and developing and maintaining relationships with our allies.
- **Develop and manage** grant applications, financial administration, and reporting related to this work.

You will also

- Work with the Director to shape our political/campaign strategy and messaging.
- Recruit and manage interns as agreed with the Director.
- Support the work of Director as required, in particular in relation to:
 - ⇒ external representation of the organization
 - ⇒ liaising with the media and acting as a spokesperson for the organization

Friends of the Earth is a small, nimble organization. This means there'll be plenty of opportunities to learn and develop new skills. It also means you'll need to be flexible and you'll be expected to get stuck in and do whatever tasks are required to ensure that work is completed on time and to the highest levels of quality. No matter what your role is within the organization you'll need to answer phones, deal with mundane office tasks and, crucially, wash the dishes and put out the bins.

The Person

We expect the best, but not the impossible. You may not have everything listed below - we'll hire the person who demonstrates the most impressive mix of the following:

Experience

- Environmental or social activism.
- Involvement with college societies.
- Work with the community sector (paid or unpaid).
- Work with environmental, development or social NGOs (paid or unpaid)
- Engagement in climate and energy policy (in Ireland or Europe in particular).
- Building, maintaining and mobilizing alliances to advance a cause.
- Developing and delivering a development education programme.
- Developing and delivering an advocacy strategy to achieve policy change.
- Developing campaign messaging and producing campaign materials.
- Communicating with decision-makers (e.g. ministers, TDs, civil servants).
- Effective project management, including planning, budgeting, implementation against budget and deadlines, reporting, and evaluation.
- Applying for and managing grants and funding.
- Recruitment and management of staff or volunteers.
- Media experience or training.

Knowledge and Skills

- Knowledge of environmental and global justice issues.
- Good research and analytical skills.
- Strategic thinking, with ability to think laterally in order to identify and respond quickly to new challenges and opportunities.
- Strong organizational skills, with the ability to plan and manage different tasks simultaneously and prioritise time and resources accordingly.
- Ability to communicate complex messages in an accessible manner for varied audiences.
- Good interpersonal, presentation, persuading and negotiating skills to engage, influence, mobilize and inspire a variety of actors.
- Ability to manage people and money.

Outlook

- Share our vision of a sustainable Ireland in a just world and a commitment to our mission and values.
- Willing to muck in and take on any task, big or small.
- Self-motivated, happy to work independently.
- Ability to work as part of a small team.
- Flexibility when deadlines and opportunities arise
- Open to occasional travel, both at home and abroad, if the work requires it.

The Nitty Gritty

Contract duration: Friends of the Earth offers indefinite contracts, subject to the ongoing sustainability of organizational funding.

Hours per week: This is a part-time contract, for 21 hours a week. More hours may be offered in future depending on organizational funding.

The distribution of the 21 hours across the week is flexible by agreement with the Director.

Location: The position is based in our office in Dublin.

Accountability and support: You will report to the Director.

Annual Leave: 25 days (pro-rata). As well as public holidays the office is closed on Good Friday.

Salary: The salary will be the pro-rata equivalent of a full time annual gross between €27,862 and €31,045, depending on experience. If you have a PRSA, we will match any contribution you make up to 6% of gross salary.

The next steps

To apply, please send a CV, together with an email letter of application outlining why you'd like to work for Friends of the Earth and why you're the person for the job, to jobs@foe.ie. Please include the position you're applying for in the subject line of the email.

Closing date for applications: Thursday 29th August (midnight).

Interviews will be held in the week beginning the 9th September.