

JOB DESCRIPTION – Coordinator - Edinburgh Community Climate Forum GRADE 4

Job Title

Coordinator - Edinburgh Community Climate Forum – 35 hours per week 1.0FTE (working arrangements to be agreed).

Accountability

The Coordinator of Edinburgh Community Climate Forum will be managed by the Chief Executive of EVOCC, and accountable to the EVOCC and Our Future Edinburgh Partnership Steering Group. Ultimate responsibility for the employment of the Coordinator lies with the Board of EVOCC.

The Edinburgh Community Climate Forum is to be run in partnership between EVOCC and Our Future Edinburgh, with a Steering Group to oversee the partnership.

EVOCC Context

EVOCC provides leadership, development support and advocacy in the planning, shaping and delivery of services and support in communities, supporting community, voluntary, and third sector organisations to be better able to respond to local need.

Any combination of these three essential elements which EVOCC delivers to the voluntary sector in Edinburgh is unique, and our strength lies in our expertise in combining these areas with our members and partners.

EVOCC has a deep understanding of the practice, priorities and pressures in communities, the voluntary sector and the public sector and we are skilled at building the bridge to support productive and respectful planning and delivery. We support the voluntary sector to be heard and develop to meet modern challenges and the public sector, to understand and be understood.

As a partner in Edinburgh's Third Sector Interface (TSI) we accept this is challenging however we believe it also presents opportunities. Our ability to bring the skills of diplomacy, negotiation and speaking truth to people who are comfortable in the status quo means we create spaces which are thought-provoking, inspiring and productive.

EVOC has set 5 strategic objectives 2019-2022. These objectives will be central to all potential developments, team and individual work plans.

The post holder will work as part of the staff team to contribute to the delivery of EVOC's strategic objectives.

EVOC's Values

- Enabling: We work to develop opportunities and deliver change
- Fairness: We act with impartiality, balance and integrity
- Collaborating: We listen, share and challenge
- Excellence: We strive to lead with passion and professionalism
- Creating: We are creative in our approach, ideas and in creating the space for better outcomes
- Supporting: We respond to the voluntary sector's changing needs to enable them to continue

Our Future Edinburgh

Our Future Edinburgh (OFE) is a community hub for Edinburgh. It brings people and groups together to collaborate on actions that transform communities and act decisively on a just and equitable climate & nature transition.

Fairness and Inclusion

Our Future Edinburgh is a welcoming and inclusive community climate action hub of mutually respected civil society and community organisations, which will be shaped by all its members – where no single organisation has overall responsibility or is “in charge” – everyone is in this equally.

OFE are working towards just and equitable solutions to the climate and nature emergencies: our actions contribute to the achievement of a more sustainable future that improves the wellbeing for all of Edinburgh's residents and communities. OFE is open minded and tolerant when working with communities and individuals; helping them engage proactively in the climate and nature emergencies.

OFE respects and cherishes the uniqueness of every community.

Collaboration

OFE helps each other and shares knowledge to encourage cohesive and active partnerships among supporting organisations. It provides high quality, consistent support across communities and promotes open, informed and evidence based decision-making.

Our Future Edinburgh's Values

- Positive Action

- The focus is on positive messages – bringing people together to engage in positive actions. OFE is not a campaigning or protesting organisation.
- OFE sets their goals and act on them decisively.

Community Climate Forum Context

The Coordinator will develop an Edinburgh Community Climate Forum, the purpose of which is to improve the effectiveness and maximise the contribution of Edinburgh's citizen's, community, voluntary and third sector, and citizens, to the planning for a carbon zero city by 2030. The Development Worker will develop and support the community sector's role in tackling climate change – supporting reductions in the community sector's economic impact, development of community sector projects to tackle climate change and the community sector's role in influencing policy and people's behaviours.

The post-holder will have a critical role in building the knowledge and capacity of community and third sector organisations, developing networks and connections, and supporting innovation and developments. The role will combine working with organisations, facilitating networks, delivering training and preparing briefings.

The forum will work with communities Edinburgh Association of Community Councils, and Community Councils provide a mechanism for deliberative democratic processes, leading to co-production of policy and strategic action on climate change.

Job Role

Working closely with all EVOC and OFE staff and volunteers, the Coordinator of Edinburgh Community Climate Forum Worker will reach out to the widest possible range of civil society organisations to draw them into the co-creation of a vibrant hub of activity that harnesses citizen led engagement in delivering a zero carbon Edinburgh.

Main responsibilities

- Create, develop and sustain positive relationships with individuals and organisations;
- Provide networking and influencing opportunities for community, voluntary and third sector organisations interested in weaving a climate change imperative into their work and identify tools, processes and procedures for participants in the community climate hub to empower civil society action and provide peer-to-peer skill sharing resources for citizens to take action on climate change within their communities;
- Develop, collate and promote tools and resources of use to community, voluntary and third sector organisations in tackling climate change. Delivering guidance, one-to-one advice and training to community, voluntary and third sector organisations on reducing their climate impact. Working with key stakeholders, including the public sector, in developing and promoting Edinburgh's approach to tackling climate change and achieving Net Zero;
- Ensure that EVOC, OFE and the wider community, voluntary, and third sector have strong awareness of environmental / climate change issues, including on policy developments;

- Oversee the production of content for e-bulletins, newsletters, websites, social media and briefings;
- Contribute to proposals for 'Creating Net Zero Communities' pilots, in different areas, such as areas of high levels of deprivation. Contribute to 'Creating Net Zero Communities' pilot projects, subject to funding, to understand what it would take for pilot area communities to become net zero. Drawing on evidence from the pilots, contribute to collaborative funding bids to support roll-out of successful approaches to other communities within the city;
- Develop their own knowledge and skills, including through participation in training and regular supervision. Be a positive active and flexible participant working alongside the other EVOC staff to ensure that EVOC supports and develops the community and third sector in Edinburgh. Adhere to EVOC's policies and procedures, particularly those relating to Equal Opportunities and Health & Safety at Work;
- Through regular liaison with the wider EVOC and OFE teams, contribute to the collection, collation and development of accurate, current and relevant resources, information and materials to support the work of EVOC and OFE and enable comprehensive reporting.

Knowledge and skills

Specific knowledge and skills required include:

Essential

- Strong understanding of climate change issues and knowledge of Scotland and UK policy & strategy on climate change
- Strong understanding of the steps that communities, citizens, community and third sector organisations can take to measure and reduce their emissions
- Communication, research and presentation skills (reports, meeting management, presentations etc.);
- Collaboration and skills supporting partnership working;
- Strong administration skills to provide infrastructural support to enable the delivery of meetings, website updates and other support functions (including minutes, social media, publications etc.);
- Analytical skills;
- Skills to contribute to good evaluations;
- Facilitation and mediation skills;
- Planning and work management skills;
- Ability to prioritise workload and competing demands with a flexible approach to working hours with occasional additional hours, working effectively as part of a team and on own initiative

Desirable

- An understanding and knowledge of community development theory, principles, policy and practice and the role of the third sector;
- Knowledge of issues for third sector organisations and how their work contributes to the wider delivery of services and activities and the work of Localities in the city;

Posts at EVOC are graded within a Competency Framework (attached) which outlines the degree to which each of the above skills will be applied at the workplace and in the field. This Framework gives context to the role, level of responsibility, behaviours and project delivery methodology for successful project outcomes. This post is EVOC Grade 4.