

Green European Foundation/Scottish Green Party

Job title: Green Hub Co-ordinator (COP26)

Accountable to: EGP/ (local line manager?)

Purpose of role: To coordinate events and activities around the Green Hub in Glasgow during the COP26 summit

Salary: £21,650 (pro rata)

Terms: Fixed term contract or freelance, starting as soon as possible and ending on Friday 19th November

Hours: 37 hours per week, with flexible working

Leave allocation: 25 days annual leave plus 10 public holidays pro-rata

Location of post: Home-working with access to the Glasgow Hub.

Background to role:

The 2021 United Nations Climate Change Conference (COP26) will take place in Glasgow and is vital to tackling the climate emergency.

It is an opportunity for Green parties to push for action, to engage and mobilise people, to provide volunteering opportunities and deliver successful events for different audiences.

Main Functions:

1. Event Planning & support

- Plan and organise events based around the Green Hub in Glasgow.
- Invite and support speakers for events.
- Promote Green events to the widest possible audience.
- Work with other organisations to deliver collaborative events such as rallies and marches.

- Create content from the events to promote the wider campaign around COP26.

2. Co-ordination and Support

- Support the planning and co-ordination of European Green parties in the run up to and during COP26.
- Work with NGOs and other civil society groups to co-ordinate Green activities during COP26
- Work with other Green staff on the wider campaign, focussing on the delivery of events.

3. Other

You may be required to carry out other duties as necessary. Such duties shall not be of an unreasonable nature in relation to the overall job purpose.

Person Specification

This is a challenging and rewarding post which requires creativity, drive and exceptional organisational skills. It requires the ability to think quickly, to remain calm and responsive under pressure, and to be sensitive to the needs and concerns of many different people.

The successful post-holder will have:

1. Experience of organising events including managing speakers, attracting audiences, publicising and promoting the events and delivering practical support.
2. Experience of managing volunteers.
3. Excellent communication and interpersonal skills
4. Experience of using online event platforms.

5. Experience of co-ordinating and supporting different groups and prioritising their requirements.

5. A working knowledge and understanding of the environmental movement.