

Friends of the Earth – Job Description

Job title	Head of Campaign Delivery
Reporting to	Director of Campaigning Impact
Team	Campaign Operations team
Career stage	Grade B
Contract type	Permanent
Line management	2-5 people

Purpose of the role

- Ensure the campaign package as a whole is delivered smoothly for maximum impact, delivering on aims and objectives
- Ensure campaign planning is integrated with functions across the organisation, including maintaining clear communication channels.
- Manage campaign project managers and other staff as required.
- Support the Director of Campaigning Impact in the smooth running of the directorate including on staff development, budgets, internal communications, coaching and supporting Campaign Leads and special projects.
- Lead on campaigning impact review and embedding learning.

Key responsibilities and tasks

- Oversee the campaign planning and delivery process, including ensuring:
 - A dashboard of campaign indicators showing progress on delivery
 - Ongoing impact monitoring, evaluation and reporting
 - A quarterly review of lessons learned
 - A campaign package calendar setting out the main outputs for each quarter and longer term, where possible.
 - A campaign package budget
 - Clear documentation for each campaign in a standardised format
- Management of staff, as required
- Lead on establishing best practice in campaign project management and consistency across the campaigns, including through using testing and learning approaches.
- Ensure that direct reports have excellent working knowledge of the organisation's wider functions to support integrated planning, in service of wider organisational objectives
- Ensure that colleagues from across the organisation are involved in campaign development and delivery, as appropriate
- Support campaigning and project management staff recruitment and allocation.
- Support internal communications about the campaign package to colleagues and the Board, acting as a contact point and conduit as needed.
- Coordinate campaign contributions to cross-organisational initiatives
- Encourage experimentation with new methods and ways of working.
- Develop strong relationships with Heads and Team Leads in other departments, deploying strong diplomatic skills, to ensure appropriate involvement at the right times, excellent communications flows and collaborative problem solving.
- Scout opportunities internally and externally to develop Friends of the Earth's network and impact.
- Lead on organising and facilitating campaign or campaigning staff away days as needed.

Person specification
Essential:

- Proven project management capabilities, applying a range of project management techniques e.g Prince 2 or Agile.
- An understanding of the principles of campaigning and how different aspects of campaigning (such as advocacy, media work, mobilisation, policy research and formulation) work together.
- Proven ability to successfully manage a team to plan, deliver and report on multiple projects, including handling multiple stakeholders inside and outside an organisation.
- Proven ability to embed effective impact monitoring and evaluation
- Experience in line management, including the ability to develop the potential of others, give and receive direct feedback, and successfully address conflict.
- Facilitation and coaching skills to enable participative discussions, planning sessions, and learning among team members using a range of techniques.
- Experience of working with diverse communities of people (socio-economic backgrounds, race, gender, paid / unpaid) in the development and delivery of a project.
- Ability to prioritise effectively, consulting those affected as needed
- Capability to understand legal and financial regulatory requirements, and how to ensure compliance.
- Experience of change management within an organisation.
- Capability to learn and adapt own role rapidly in changes of context.

Desirable:

- Awareness of environmental issues.
- Working with geographically dispersed colleagues.

Date approved	April 2019
Date reviewed	April 2019

This job description is current as at the date shown above. In consultation with the post-holder it is liable to variation by the Director to reflect or anticipate changes, in, or to, the post and the organisation.

The job description gives an overview of the main responsibilities of the role. The day to day role will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.