

Friends of the Earth – Job Description

Job title	Grassroots Training Coordinator
Reporting to	Head of Campaign Activism
Team	Campaign Activism
Career stage	Band D
Line management	n/a

Purpose of the role
<p>The Grassroots Training Coordinator will manage, deliver and support our training package for activists across Friends of the Earth’s network in England, Wales and Northern Ireland.</p> <p>This role will oversee our training programme, playing a vital role to help make sure that our activists and wider network have the up-to-date skills, support and confidence they need to make impactful change for environmental justice happen at a local to global level.</p>
Key responsibilities and tasks
<p>Training programme</p> <ul style="list-style-type: none"> - Work with colleagues to create and curate a training programme that meets the needs of grassroots activists (including our local group and climate action group members), including training on campaigning and group development, and around specific campaign opportunities and moments. - Ensure that all events organised at local, regional and national level include effective training and skills development components - Devise, write content and deliver/facilitate a number of the specific training modules and creating supporting written material/guides - Work closely with staff and activists to ensure that the training programme is regularly evaluated and updated to include new techniques, and able to evolve to meet the needs of our activist base in a rapidly changing environment. <p>Training for trainers</p> <ul style="list-style-type: none"> - Ensure that staff and volunteers delivering/facilitating training and webinars have the skills, experience and confidence to deliver consistent and impactful trainings - Stay up to date with best practice and new innovations within training and facilitation - and ensure that these are reflected within the training programme and our approach to training. <p>Relationships</p> <ul style="list-style-type: none"> - Build and maintain proactive, supportive and effective communication and relationships with colleagues across the organisation to ensure the planning, decision-making, promotion and delivery of the training programme. - Build and maintain positive relationships with the wider Friends of the Earth network, including activists, partner organisations and our international network. - Work with colleagues in fundraising to scope and submit new funding opportunities for this work. - Be aware of and follow Friend of the Earth policies and procedures, with particular attention to Risk Management, Equality, Diversity & Inclusion, safeguarding and our values. You will be required to attend training as necessary <p>Commitment to diversity and inclusion</p>

- Ensure that your work is developed to Friends of the Earth best-practice guidelines on diversity and inclusion to ensure that involvement in campaigns is open to all sections of society, particularly under-represented groups.

Person specification

Essential

- Substantial experience in creating, curating, managing and delivering training, using a range of approaches, online, at a distance and face-to-face
- Skills and experience in project management, monitoring and evaluation
- Strong meeting facilitation skills – able to organise a group and guide discussion towards agreed, clear outcomes
- Experience of working with activists from diverse backgrounds, either as individuals and/or within campaign and community groups, with an understanding of how activists operate, their needs and the constraints they can face
- Strong communication skills- including writing and speaking for an activist audience
- Demonstrable passion for and commitment to environmental justice
- A positive, self-starter with the ability to represent Friends of the Earth well
- Sound information management and IT skills, and familiarity with online event management tools
- Ability and willingness to travel around the UK and work weekends when required.

Desirable

- A recognised training qualification e.g. PTTLs/AET/CIPD
- Sound knowledge and understanding of multiple models of organising and mobilising, including experience of having run campaigns in a variety of contexts and with a variety of communities, including young people.
- Campaign planning skills – a firm grasp of what makes a winning campaign strategy, and experience of planning that incorporates input from a range of stakeholders.

Our Values

Ability to demonstrate, understanding and apply our values.

Integrity- We demonstrate integrity throughout everything we do, internally and externally.

Impact – We make the biggest impact we can through good analysis and judgement, insight, feedback and focus.

Leadership – We motivate others through our individual and collective actions, our compelling vision, and our clarity on what work needs to be done.

Focus on Friends- To build our influence we put new and existing ‘friends’ at the heart of our work.

Accountability- We hold ourselves and other to account for our work and how we work.

Learning and Enquiring Mindset- We learn continuously, challenging our own assumptions and habits while expanding our horizons to enable us to improve the impact of our work.

Date approved	
Date reviewed	

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.