

Friends of the Earth – Job Description

Job title	Campaign Project Manager
Reporting to	Head of Campaign Delivery
Team	Campaign Delivery Team
Career stage	Grade C
Contract type	Fixed-term – 6 months
Line management	N/A

Purpose of the role

To lead on project management of one or more priority projects, responsible for delivery of project activities and budget, coordinating teams to develop and deliver a strategy and plan that achieves the aims of the project.

Key responsibilities and tasks

Project Management

- Ensure coherent project management for each priority project which:
 - Utilises most appropriate elements of available project management methodologies, including Agile, Prince2, and others as appropriate
 - Follows an annual campaign business planning cycle, while keeping a long view of 12-18 months ahead, including distinct phases of strategy development and delivery with ongoing monitoring, evaluation, and adaptation
 - Ensures swift, brave, and well-informed decisions
 - Maintains an agreed standard, while project managing in a way that enables alignment and adjustment across multiple projects
 - Allows for real time view of progress towards delivering aims and objectives, flagging decision points and risks
 - Encourages inclusive, integrated strategy development, planning, and execution processes, drawing on and using the expertise of different team members.
- Ensure that project plans and impact achieved are commensurate with the internal and external strategic objectives set by the project lead and organisation, and within the financial and other parameters set by the organisation including fundraising requirements.
- Ensure team has shared understanding and commitment to deliver the strategy and plan, following direction from the Campaign Lead.
- Track and report on progress of delivery and impact of activity, including contributing to dashboards and other coordination and accountability mechanisms as required.
- Lead on financial management of the campaign including:
 - Ensuring project budget is spent most effectively to deliver the project plan
 - Keeping a clear record of spending plans and spending
 - Liaising with the financial business partner to estimate costs and make sure payments are signed off
- Support the Campaign Lead to set up team and other meetings, including but not limited to regular team meetings, team away days, meetings to update or consult wider colleagues about the campaign, and meetings to involve activists in campaign development.
- Encourage team to be one that is proactive, believes it can solve any problems, owns its decisions and commitments, and actively seeks to learn from its everyday work, learning from failures and exploring new ways of doing things.
- Develop strong relationships with others across the organisation, deploying strong diplomatic skills, to ensure appropriate involvement at the right times, excellent communications flows and collaborative problem solving.
- Keep abreast of the objectives and plans of other priority projects within Friends of the Earth, working with leads and coordinators of these to achieve synergies and coordinate outputs to the greatest organisational benefit.

- Ensure that your work, and the work of the campaign team, are developed to Friends of the Earth best-practice guidelines on diversity and inclusion to ensure that, when relevant, involvement in the project is open to all sections of society, particularly under-represented groups.
- Manage projects in ways that model excellent team working, capacity building, and project management, providing a working example for campaign and wider staff to learn from and build on in their work.

Relationships

- Potentially line-manage a small number of other staff, in addition to main role as project manager for a priority project.
- Use exemplary person to person skills to build strong relationships with all team members and colleagues, including developing a good understanding of their skills, abilities and ways of working, in order to help ensure effective team working.
- Foster a team working environment characterised by a sense of community, high collaboration, and high performance; and which is underpinned by the Friends of the Earth Values in Action behaviours of integrity, impact, leadership, a focus on friends- current and future, accountability, and a learning and inquiring mind set.

Communication skills

- Model excellent written, verbal and listening communications skills within the team, and assist the team in developing strong, effective communication skills that allow for critical examination of progress and performance.
- Support Campaign Lead to communicate with Friends of the Earth stakeholders including the campaign team, Head of Campaign Delivery, Senior Leadership Team, colleagues, and activists.
- Contribute to creating a collaborative, reflective, creative and supportive working culture in Friends of the Earth.

You will also need to be aware of and follow Friends of the Earth policies and procedures, with particular attention to safeguarding, equality, diversity & inclusion, and our values.

Person specification

Essential

- Ability to successfully develop, manage, and report on multiple complex, long term, large scale projects, with substantial budgets and diverse multiple stakeholders inside and outside an organisation.
- Experience of project management within a campaigning organisation or charity, with a broad understanding of the principles of campaigning and how different aspects of campaigning (such as advocacy, media work, mobilisation and policy research and formulation), work together.
- Experience of applying a range of project management techniques in planning, implementing, monitoring and evaluating within a fast-moving environment, ensuring the project responds to changes of agenda internally and externally.
- Ability to be decisive and get direct feedback, as well as encourage these behaviours in others.
- Capability to understand legal and financial regulatory requirements, and how to ensure compliance.
- Experience in project managing a diverse set of individuals with different capabilities, skills and personalities.
- Experience of coaching project teams and individuals to work collectively, effectively and efficiently towards a shared vision and sense of common purpose to achieve prioritised project impacts, with all individuals contributing their fair share of the endeavour.
- Experience of successfully navigating a high pressure, fast paced environment and supporting individuals and teams to achieve high performance.
- Awareness of environmental issues.
- Capability to learn and adapt own role rapidly in changes of context.

Desirable

- 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), including geographically dispersed, in the development and delivery of a project.
- An understanding of fundraising and experience of developing project plans to raise money.
- Experience of campaigning or volunteering with a voluntary or community group.
- Experience in line management.

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

June 2018

Date reviewed

March 2021

Friends of the Earth staff are not permitted to hold office for political parties or stand as candidates for political parties. Staff should also seek permission from the Senior Management Team if they wish to hold a non-public facing official role in a political party. If this is an issue, please do raise this with us as soon as possible.

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.