

## Friends of the Earth – Job Description

<b>Job title</b>	<b>Scrum Coach</b>
<b>Reporting to</b>	<b>Digital Delivery Manager</b>
<b>Team</b>	Digital Delivery/Data Engineering/Information Technology
<b>Career stage</b>	Grade D
<b>Line management</b>	n/a

### **Purpose of the role**

To lead, coach and empower the Digital Delivery, Data Engineering and IT teams in developing products and services using Scrum to help meet the objectives of Friends of the Earth.

To facilitate improved collaboration and communications between the key data, digital and technology teams of Friends of the Earth.

To work closely with the product owners of relevant teams to deliver key strategic products and initiatives.

### **Key responsibilities and tasks**

- Guiding Digital Delivery, Data Engineering and IT teams and the wider organisation on how to use Agile/Scrum practices and values to deliver key projects and initiatives for Friends of the Earth.
- Guiding the Digital Delivery, Data Engineering and IT teams on how to get the most out of self-organisation.
- Coaching the team to higher levels of Agile maturity, at a pace that is sustainable and comfortable for the team and organisation.
- Removing impediments/blockers or guiding the Digital Delivery, Data Engineering and IT teams to remove impediments/blockers
- Building a trusting and safe environment where problems can be raised without fear of blame, retribution, or being judged, with an emphasis on problem-solving.
- Facilitating getting the work done without coercion, assigning, or dictating the work.
- Facilitating discussion, decision making, and conflict resolution.
- Assisting with internal and external communication, improving transparency, and sharing information.
- Supporting and educating the Product Owner(s), especially on refining and maintaining the product backlog.
- Providing all support to the team using a servant leadership style whenever possible and leading by example.

***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:

- Experience in playing the Scrum Coach role for at least one year for a development team that was diligently applying Scrum principles, practices, and theory.
- Excellent communication and mentoring skills
- Good skills and knowledge of servant leadership, facilitation, situational awareness, conflict resolution, continual improvement, empowerment, and increasing transparency.
- Experience of running the Scrum ceremonies (Daily Scrum, Retrospective, Sprint planning and sprint review).

#### Desirable:

- Awareness and experience with widely successful Agile techniques such as User Stories, Continuous Integration, Continuous Testing, Automated Testing, Agile Games
- Applicable knowledge of technologies used by the Friends of the Earth such as Microsoft Office 365, Dynamics, Azure and Drupal 8
- Knowledge of other Agile approaches: Kanban, Lean, etc.
- Experience of developing software/ digital products for a campaigning organisation

<b>Date approved</b>	
<b>Date reviewed</b>	

*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.*