



## Friends of the Earth is hiring a Climate Policy Coordinator

*Closing date: 1 September 2021*

### About the organization

Friends of the Earth Ireland is a community at the heart of the growing movement here for a just world with zero pollution. And we provide the Secretariat for Stop Climate Chaos, the civil society coalition campaigning “to ensure Ireland does its fair share to tackle the causes and consequences of climate change”.

Friends of the Earth’s mission is to campaign and build movement power to bring about the system change we need for a just world where people and nature thrive. We are trying to change the world on a shoestring and in the face of opposition from powerful vested interests. So we need committed, energetic people on our team. We work collaboratively to advance the organization’s mission, vision and values. And we look out for each other as best we can.

We are a small, nimble organization. This means there’ll be plenty of opportunities to learn and develop new skills. It also means you’ll need to be flexible and you’ll be expected to get stuck in and do whatever tasks are required to ensure that work is completed on time and to the highest standards possible. No matter what our role is in the organization, whenever we go back to the office we all take turns with routine office tasks from answering phones to putting out the bins.

### About the role

Friends of the Earth Ireland is recruiting a Climate Policy Coordinator who will lead our climate policy analysis and advocacy and act as Policy Coordinator for [the Stop Climate Chaos Coalition](#).

You will drive our policy development and advocacy work in support of “faster and fairer climate action”. You will be joining the staff team and the Coalition at a critical and exciting juncture, as the new climate law, which Friends of the Earth and Stop Climate Chaos campaigned for for 14 years, has come into force. The period ahead sees the Climate Council propose the first set of 5-year carbon budgets, the Government adopt the 2021 Climate Action Plan, the pivotal UN Climate Conference in Glasgow in November (COP 26), and EU negotiations over what the Fit for 55 package means for national targets and obligations.

You will be employed by Friends of the Earth and line managed by Friends of the Earth’s Head of Policy Change but will also report and agree priorities with the Stop Climate Chaos Steering Committee and will coordinate the Stop Climate Chaos Policy Working Group.

### Responsibilities

1	Coordinating the Stop Climate Chaos Coalition’s policy and advocacy work, including reaching agreement on joint activities, organising policy meetings and communicating effectively with members to support collaboration.
2	Researching and developing draft policy positions, briefings and press releases on various aspects of Irish climate policy and the Irish dimension of EU climate policy, and identifying opportunities for advocacy to achieve policy objectives.

3	Leading our climate policy assessment and analysis; political engagement and advocacy work; developing and maintaining relationships with Departmental and Oireachtas officials, party spokespeople and key TDs.
4	Developing and maintaining relationships with key policy collaborators and experts from Irish (and European) civil society and academic networks, in order to inform policy assessments, and develop policy proposals, expertise and campaign strategies on climate action.
5	Acting as the SCC Steering Committee's first point of contact for general coordination functions, although follow-up actions may then be carried out by other members of the Secretariat staff team.
6	Acting as a spokesperson for Stop Climate Chaos at webinars, conferences, and potentially in the media.

## About you

Essential skills or experience:

- Demonstrated interest in social, global or environmental justice
- Experience in researching and developing policy positions or proposals
- Experience in developing or implementing advocacy strategies to achieve policy change
- Experience in coordinating or collaborating as part of civil society coalitions or networks
- Fluency in the English language.

Desirable skills or experience:

- Knowledge of climate policy in Ireland and/or Europe
- A clear understanding of and commitment to intersectional campaigns for climate justice
- Experience of the Irish legislative and policy-making system
- Experience in collaborative planning and organization of campaigns that involve some or all of the following tools: advocacy, online mobilization, public and supporter communications, and supporting grassroots activism
- Experience of public communications (e.g. media appearances, articles, speeches, social media)
- Experience in dealing with actors from different backgrounds: such as decision-makers at high and working-level, politicians, NGOs, grassroots groups, civil society organisations, activists, researchers, media, etc.

Personal attributes and competencies:

- Commitment to the mission, vision and values of Friends of the Earth and Stop Climate Chaos
- Ability to work with a diversity of people, communities, and cultures
- Ability to work on multiple projects and tasks at one time
- Ability to use initiative, think creatively and work independently
- Excellent time management and prioritisation skills
- High level of written and oral communications skills
- Familiarity with online productivity and collaboration platforms (e.g. MS Office, Dropbox, Slack, Wrike, Salesforce).
- Ability to respond quickly to external events and demands, from media and political system, while maintaining organisational priorities and goals.

## Statement on Solidarity, Participation and Inclusion

A commitment to solidarity, participation and inclusion is one of the fundamental values of Friends of the Earth. We therefore endeavour to ensure that everyone, particularly marginalised and disadvantaged groups who might be affected by policy are considered and included in the conversation. We acknowledge our privilege as people working in an NGO and understand the fact

that there may be barriers to participation. We strive to expand and diversify civic engagement, by creating spaces for everybody to participate and be included in activism and political change.

As part of this commitment to the values of solidarity, participation and inclusion we strongly encourage applications from those with identities under-represented in the environmental movement, for example: people of colour, LGBTQIA+ people, those seeking asylum or with refugee status, people with a disability, or people are who members of an ethnic minority.

## Terms and Conditions

Conditions are according to Irish legislation including the legal ability to live and work in Ireland. Friends of the Earth Ireland adheres to Irish law that prohibits discrimination on basis of age, sexual orientation, marital status, birth, fortune, religious, philosophical or political beliefs, language, present or future state of health, disability, physical or genetic characteristics, sex, pregnancy, childbirth, maternity, change of sex, nationality, alleged race, skin colour, ancestry, national, ethnic or social origin.

The working language is English, but applicants are not required to be native speakers.

**Contract duration:** This is a 12-month contract. There is a six-month probationary period. Any decision on the future of the post will depend on organizational funding.

**Hours per week:** This is a full time post (35 hours per week). There is a possibility the organization would consider a proposal from the successful candidate to work 4.5 days a week or an absolute minimum of 4 days a week.

**Location:** The position is based in our office in Mount Street Upper in Dublin 2, however throughout the Covid pandemic and beyond we will continue to facilitate remote working as much as possible. The post-holder will need to be willing and able to be in Dublin for certain meetings and activities as required.

**Annual Leave:** Full-time employees get 25 days paid annual leave a year. For part-time employees, annual leave entitlement is calculated on a pro-rata basis (e.g if you work 4 days a week you get 20 days annual leave).

### The Protection & Safeguarding of Children and Vulnerable Adults

Friends of the Earth Ireland has adopted a policy to protect and safeguard the welfare of young people. The post holder will be required to follow this policy at all times and any offer of employment may be contingent on Garda Vetting and Reference Checks. A copy of the organisations [Safeguarding and Child Protection Policy and Vetting Policy](#) is available for review on our website.

**Salary:** The post is on our Senior Programme Officer payscale, with gross annual fulltime salary between €30,027 and €47,710. The starting salary will depend on experience.

**To Apply:** Send your CV (2-page max) with a cover letter (1-page max) outlining your motivation for applying to this position to [jobs@foe.ie](mailto:jobs@foe.ie) by 23.59 on Wednesday 1<sup>st</sup> September 2021 – please include the role title in the subject of your email. We regret to inform you that we may not in a position to respond to all candidates and can only guarantee a response to shortlisted candidates.

*All documentation received by Friends of the Earth will be processed in accordance with the Data Protection Acts, 1988 and 2003 General Data Protection Regulation (GDPR; 2018). The information will only be used by Friends of the Earth in the processing of job applications and for ongoing administrative purposes with job candidates.*