

Leeds Tidal Programme Coordinator - Job Description

Job Title: Programme Coordinator

Hours: 22.5 hours per week (3 days a week, 7.5 hour days), flexible by arrangement.

Contract: Permanent Contract (subject to 6 months' probationary period)

Salary: £24,570 pro rata (£14,742 actual)

Location: Former Bridge Street Church, Leeds, LS2 7QZ (and Work From Home until restrictions allow)

Reporting to: The Tidal Board

Working with: whole staff team including the CECAP Coordinator, Our Future Leeds Coordinator, Climate Equities Coordinator & Volunteers

How to apply: After reading this Job Description, please download, complete and return [this application form](#) to Recruitment@val.org.uk by **midnight on Thursday the 26th of November**. Interviews will take place on the 7th of December - to be confirmed at the point of invitation.

About Leeds Tidal: Tidal is a small but fierce organization that supports activism in Leeds to be more effective in winning social, economic and environmental justice, as part of national and international movements for change. Our key areas of work includes **Climate Justice partnership projects** (currently working on the Climate Emergency Community Action Programme & the Climate Equities Project), **Campaign Support & Incubation** (currently supporting Our Future Leeds), **Movement Building Gatherings and Events** (Summat), **Activist Skills Training** and our **Online Hub** (Leeds for Change).

Background to the role: At Tidal we are a small but growing team, and we're excited to be recruiting a Programme Coordinator to work with us to coordinate staff and develop our different programmes of work. We're looking for someone who's great at project management, fundraising, supervising and motivating team members! The work will be varied, but largely involve knowing what's going on across the organisation, as well as supporting members of the team and project delivery when required. Note: all activities will be virtual until safe to return to the workplace. Over the next 5 years this will involve supporting the [Climate Emergency Community Action Programme](#) for 1 day per week, and working to develop and support other streams of Tidal's work over the remaining 2 days.

DUTIES AND RESPONSIBILITIES

Developing the organisation and our programmes of work by:

- Promoting and communicating Tidal's work, vision and values with activists, stakeholders and funders.
- Building and maintaining strategic relationships relevant to Tidal's core programmes of work, proactively contributing to the development of partnerships, collaborations and co-production opportunities.
- Ensuring that core work, and programmes are sustainably resourced and funded by identifying funding opportunities, submitting bids and costing programme budgets, submitting timely reports to funders and maintaining funder relationships.

- ❑ Overseeing the allocated project budgets, updating the cashbook and management accounts ahead of Board Meetings
- ❑ Coordinating, supervising and working with the staff team to ensure delivery of programmes are effective within the agreed expectations.
- ❑ Providing regular supervision and support to staff, organising and conducting Annual Reviews for each staff member, looking out for opportunities for professional development, training and opportunities to build experience.
- ❑ Supporting Volunteers to design and deliver events, training and communications in line with Tidal's strategic plan in ways that motivate supporters and inspire new people to take action and donate to Tidal.
- ❑ Working with the staff team and the Tidal Board to set strategic aims and objectives, develop strategic action plans to guide the programme development.
- ❑ Ensuring compliance with all relevant legislation, and developing organisational policies when required.
- ❑ Carrying out HR, recruitment, training and inductions when required.
- ❑ Producing Management Reports and Accounts for Board meetings and supporting the development of the Board.
- ❑ Being directly involved in programme delivery when required (currently this involves 0.5 days a week on Climate Emergency Community Action Programme delivery).

PERSON SPECIFICATION

We expect the applicant to meet most of the essential and some of the desirable criteria listed below; however we understand that nobody meets everything! A university degree is not a requirement, and experience can be in a paid or unpaid context.

Essential

Skills and Abilities

- ❑ Managing projects, ideally across more than one project area.
- ❑ Developing and delivering a strategic work-plans
- ❑ Leading on successful funding bids and building relationships with funders.
- ❑ Ability to cost and manage project budgets effectively.
- ❑ Managing, motivating and developing staff, especially through periods of change.
- ❑ Monitoring, managing and reporting back to stakeholders and funders in agreed formats.
- ❑ Establishing and maintaining working relationships with a range of organisations including leading on partnership work.
- ❑ Communicating effectively and concisely both verbally, in writing, through presentations and online.
- ❑ Building relationships with a range of individuals, communities, partners and stakeholders.
- ❑ Ability to work on own initiative with minimal daily supervision but with accountability to the team.

- Excellent organisational skills and ability to prioritise workload to achieve competing deadlines to schedule.

Knowledge and Experience

- Ability to think strategically about how to make change happen
- Understanding of climate justice, colonial legacies and intersectional politics
- Understanding of how social movements can affect social change
- Motivation to overcome oppression and work towards climate, social and economic justice
- IT literate with experience of using IT as a management tool.

DESIRABLE

Skills and Abilities

- Ability to deliver training to upskill teams
- Ability to organise a range of types of events.
- To be able to work with different sections of the community at grassroots level
- Ability to develop powerful key messages and communicating them clearly
- To update websites via the use of content management systems, for example Wordpress and/or use of HTML

Knowledge and Experience

- Experience of being part of a climate or social justice campaigning group
- Experience working with communities and groups facing discrimination and injustice
- Knowledge of social & environmental justice groups and organisations in Leeds
- Experience engaging with and inspiring people to take part in movements for change

Equitable Recruitment

Leeds Tidal strives to apply best practice accessibility and equal opportunities principles both in our recruitment and in our work. We oppose all forms of unlawful or lawful discrimination on the grounds of colour, race, nationality, ethnic or national origin, gender, sexuality, marital status, religion, age or disability.

The successful candidate will be selected purely on the basis of how well they fit the person specification, as judged by their application materials and their interview performance. We would particularly like to encourage applications from trans, non-binary, People of Colour / Black or Brown people, disabled people, and people of migrant backgrounds who are currently underrepresented in the project. Where two or more candidates are judged to be of equal merit, priority may be given to a candidate less well represented in our organisation.