

## Tidal's Climate Action Leeds Project Coordinator Job Description

**Hours:** 15 hours per week (2 days a week, 7.5 hour days), with a possible increase in hours.

**Work Pattern:** flexible by arrangement but preference being on Tuesdays, Thursdays and/or Fridays

**Contract:** Fixed term contract for 46 months (including 6 months' probationary period)

**Salary:** £24,345 pro rata (£9738 actual) plus 2% annual inflationary increase

**Location:** Working from home (our virtual/postal address is: Leeds City West Business Park, Building 3, Gelderd Road, Leeds, LS12 6LX)

**Reporting to:** Tidal Programme Coordinator

**Working with:** Tidal Programme Coordinator, Associates, Transition Partners, and other Climate Action Leeds Partners

**How to apply:** After reading this Job Description, please download, complete and return [this application form](#) to [yosola.olajoye@leedstidal.org](mailto:yosola.olajoye@leedstidal.org) by **midnight on the 10th of January**. Interviews will take place on the week commencing 24th of January - to be confirmed at the point of invitation.

**About Leeds Tidal:** Tidal is a small but fierce organisation 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 include **Climate Action Leeds (CAL) & Climate Equities Project, Campaign Support & Incubation, Movement Building Gatherings and Events, Activist Skills Training** and **Online Hub** (Leeds for Change).

**About Climate Action Leeds (CAL):** CAL is a £2.5 million five-year city-wide programme of work in Leeds funded by the National Lottery Climate Action Fund. This work is being taken forward by a partnership made up of Voluntary Action Leeds, Leeds Love It Share It, Together for Peace and Leeds Tidal, supported by Our Future Leeds and 35 other Leeds based groups, to develop an ambitious plan for the city. The long term goal is to create a 'zero-carbon, nature friendly, socially just Leeds by the 2030s'. To achieve this, our key programme aim is to respond to the Climate Emergency by supporting Community Action through a Climate Justice framework. We are committed to transformative, city-wide action, ensuring outcomes are socially just. [Find out more about Climate Action Leeds here.](#)

**About the role:** We're excited to be recruiting a Project Coordinator to lead on our work package within the CAL programme. We're looking for someone who's great at project management and working in partnerships within social justice work. The work will be varied, but largely involve knowing what's going on across the programme, working closely with the other partner organisations, and coordinating the work of the Transition Partners.

## **DUTIES AND RESPONSIBILITIES**

- Collaboratively develop a work package strategy and budget.
- Provide development, support and guidance to our 7 Transition Partners.
- Build and maintain relationships with programme partners, transition partners and stakeholders.
- Provide bespoke campaign development workshops as and when required, and ensure the Movement DNA is embedded in all training.
- Support Transition Partners to develop training, materials and engaging events for neighbourhood and city centre hubs
- Report and monitor on the progress of the work package, and feed this into Partnership Board meetings and to evaluation teams.
- Seek additional funding for the work package as and when required.
- Other activities as appropriate to the needs of each Sector Organisers, such as supporting them to build capacity and resources for the campaigns and projects involved.

## **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**

- Ability to project manage a package of work within a broader programme.
- Develop and deliver a project work plan.
- Build and maintain relationships with funders and partners.
- Manage and monitor a budget effectively.
- Coordinate, motivate and support team members.
- Monitor and report back to partners and funders in agreed formats.
- Communicate effectively and concisely both verbally, in writing, through presentations and online.
- Build relationships with a range of individuals, communities, partners and stakeholders.

- Work collaboratively within and across teams to achieve desired outcomes.
- Work by own initiative with minimal daily supervision whilst maintaining accountability with colleagues and partners.
- Excellent organisational skills and ability to prioritise workload to achieve deadlines on schedule.
- Ability to deliver training to upskill teams.
- Ability to organise a range of different events.
- Ability to work with different sections of the community at grassroots level.
- Ability to develop powerful key messages and communicate them clearly.

### Knowledge and Experience

- Understanding of climate justice, colonial legacies and intersectional politics.
- Understanding of how social movements can affect social change.
- IT literate with experience of using IT as a management tool.

### Attitude

- Commitment to continuing professional development and willingness to undertake training.
- Commitment to anti-oppressive practises and embedding them into our day-to-day work and work towards climate, social and economic justice.

### *Desirable*

### 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 and environmental justice groups and organisations in Leeds.
- Experience engaging with and inspiring people to take part in movements for change.
- Knowledge of non-hierarchical working practices, and the ability to work within and support the development of these.

### 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.