

# **Director of the Climate Solidarity Project**

## **Job Description and Person Specification**

### **Job Description**

Responsible to: Executive Director of COIN, the Board of Trustees of COIN and the Steering Committee of the Climate Solidarity project.

#### Key Responsibilities:

- To project manage the entire project for a period from commencement of employment until July 2011 and ensure that it achieves its aims.
- To liaise with the four unions and the TUC and other unions as necessary.
- To report to the Steering Committee of the four unions, the Executive Director of COIN and the Board of Trustees of COIN.
- To report to DEFRA on a regular basis, both milestones achieved and a detailed breakdown of all funds expended by the project.
- To manage the project/programme budget and to ensure control over project spending. This will include monitoring and evaluating progress of the project on an ongoing basis.
- To ensure that all funds granted to the project are spent only on the terms of the bid document and contract which sets out the remit of the project. To ensure that funds are not spent on other areas of work.
- To work with the Monitoring and Evaluation Team to ensure that the required data is collected throughout the programme.
- To manage staff working on the project.
- To ensure the effective management of all TU volunteers associated with the project.
- To ensure that information regarding the project is updated on the project website and that communications teams in the partner organisations update their websites as necessary.

- To undertake own administration and to contribute to the overall running of the organisation.
- To undertake other relevant tasks associated with the Strategic Plan of COIN.

### **Person Specification**

#### Essential

- Experience of successful project management.
- Experience of managing budgets.
- Experience of reporting to funding bodies including expenditure of funds.
- Experience of staff management in high stress situations.
- The aptitude for working with a wide range of partners from many different social backgrounds.
- Proven ability to manage a number of ongoing tasks at the same time (time management).
- Ability to work as part of a small team.
- Experience in word processing (including Excel, Word or Open Office) and email.
- Ability to be self-servicing in terms of administration and filing.

#### Desirable

- Experience of the climate change movement.
- Experience of campaign management.
- Experience of working within the Trade Union movement either in the UK or abroad.