

# **Climate Outreach and Information Network**

## **Project Worker for the PCS union in the Climate Solidarity Project**

### **Job Description and Person Specification**

#### **Job Description**

##### Key Responsibilities:

- To work with the PCS union for the duration of the 21 month project, working 3 days for the first 9 months and then 5 days in the second as the project expands.
- To liaise with official and lay members of the union identifying branches, regions, work groups and other internal structures in which rank and file presenters can make presentations to members of that and other unions.
- To recruit Presenters in the union who will make presentations to workplaces across the country and support action groups set up after the presentations.
- To manage and support Presenters in their work of presenting information to members and supporting Action Groups.
- To work with the Monitoring and Evaluation Team to ensure that the required data is collected throughout the programme.
- To ensure that Action Group Leaders are supported in their work.
- To organise meetings, presentations, events and trainings to build Action Groups across the TU movement – particularly in the union in which you are working.
- To report back to the Executive Director of COIN, the Trustees of COIN, the Steering Committee and the funder as required.
- To manage the project budget for the union concerned and to ensure control over project spending. This will include monitoring and evaluating progress of the project on an ongoing basis.

- To ensure that information regarding the project is regularly updated on the union website and/ or other relevant websites.
- To undertake their own administration and to contribute to the overall running of the organisation. Contributing where necessary to the overall running of the office where s/he is based.
- To undertake other relevant tasks associated with the Strategic Plan of COIN.

## **Person Specification**

### Essential

- Knowledge and experience of the TU movement in the UK.
- Experience of mobilising TU members at a rank and file level.
- Knowledge of difficulties of union organisations at a local level.
- Evidence of very good interpersonal skills.
- A very good phone manner and aptitude at working with a wide range of partners from different sectors including trade union, environmental, and progressive sectors of society.
- Experience in word processing (including Open Office) and email.
- Ability to be self-servicing in terms of administration and filing.
- Proven ability to manage a number of ongoing tasks at the same time (time management).
- Ability to work as part of a small team.

### Desirable

- Experience of campaigning on climate change in the TU movement.
- Experience of mobilising within the UK climate movement.