

Job Description and Person Specification: Campaigns and Interventions Officer

Keep Scotland Beautiful – Your charity inspiring action for our environment

Our Vision	A clean, green, sustainable Scotland.
Our Mission	To inspire changes in behaviour to improve our environment, the quality of people's lives, their wellbeing and the places that they care for.
Our Values	We are Collaborative – we believe in collaboration and the power of working in partnership with a cross section of society. We are Positive – about the changes that people, communities and organisations can make. We are Ambitious – and will match the environmental challenges we face with positive action. We are Innovative – and ensure our work develops to meet the needs of those we aim to inspire and support. We are Influential – we use our influence to support others make environmental improvements.
Our Way	Community engagement – We support, celebrate and recognise the achievements of those taking positive action to protect and enhance our natural and built heritage. Climate Action Schools – We provide education initiatives for children, young people and educators to help you understand the challenges our environment faces and to empower you to take positive action. Campaigns – We raise awareness of the challenges our environment faces, gather evidence and inspire everyone to rethink behaviours and take positive action. Training, assessments and awards – We support you to understand, fulfil and exceed your environmental responsibilities using bespoke training, audits and assessments. We celebrate your success with awards.

Job Title: Campaigns and Interventions Officer

Job Grading: Level 2 - Officer

Location: Stirling

Reporting to: Senior Officer, Campaigns and Interventions

Job Purpose

Reporting to the Senior Officer, Campaigns and Interventions (SOCI), the Campaigns and Interventions Officer (CIO) will lead and facilitate the development and delivery of our work on marine and riverine litter, including our activities for the Marine Litter Strategy, our Upstream Battle Campaign, and associated activities.

This will include the delivery of projects, interventions and activities, managing relationships with national and local stakeholders, and undertaking monitoring and evaluation.

Key Responsibilities

1. In conjunction with the SOCI, lead and facilitate the development and implementation of an overall national delivery plan for our work on riverine/marine litter, associated delivery plans and budgets.
2. To develop and effectively implement relevant projects, interventions and activities as required in the national delivery plan.
3. To develop and maintain relationships with key stakeholders including funders, partners, and campaign supporters to ensure the effective and efficient implementation of the delivery plan.
4. To represent Keep Scotland Beautiful and Upstream Battle at key regional and national partnership forums and stakeholder groups.
5. To encourage and facilitate stakeholder participation in our work on riverine/marine litter.
6. To implement appropriate monitoring, evaluation and reporting arrangements as required.
7. To promote our work through the development and implementation of an appropriate communication plan, particularly online and via social media and other media channels.
8. To work with the ICT Team to maintain, update and develop relevant website pages.
9. To work with the Communications Team to undertake press and PR activities, and to develop promotional materials to promote our work on marine litter.
10. To deal with public enquiries in an efficient and timely manner.
11. To record and update campaign information in all relevant databases.
12. To develop and maintain close communications with fellow employees to ensure the maximum flow of information, understanding and ideas.
13. To familiarise, develop and adhere to all internal policies and procedures
14. To ensure compliance with the company's Health and Safety policy.
15. To observe the company's Equal Opportunities Policy.
16. To undertake such work as may be determined from time to time up to or on a level commensurate with the main responsibilities of the post.

Please note: This is not to be viewed as an exhaustive list of duties, rather, the key elements of the expected workload.

Person Specification: Campaigns and Interventions Officer

	Essential	Desirable
Education / Training	Good general education (Advanced Highers/A-Level equivalent SCQF level 7) and/or relevant work experience relating to the role	- Degree or SCQF Level 9 equivalent qualification in relevant subject - Carbon Literate - Project Management qualification
Experience / Skills	- Understanding of environmental issues and policy relating to litter, plastics pollution, circular economy and/or climate change - Experience in environmental campaigns, education, and awareness raising - Ability to create, maintain and enhance working partnerships - Experience of community engagement - Experience of coordinating and supporting campaign supporters and volunteers - Experience of working on a range of communications platforms and channels to support campaign delivery - Undertaking evaluation, developing case studies and writing reports	- Good working knowledge of developing, organising, and delivering large-scale campaigns and initiatives - Using and interpreting data to inform campaigns and interventions - Ability to develop and create interventions to encourage behaviour change - Experience of working with councils, communities, or businesses - Awareness and understanding of current social media techniques and applications - Experience of maintaining website content and databases - Previous budget and financial management experience
Competencies	Please see separate Competencies document for this job grade.	
Values and Attitudes	- Commitment to the aims and objectives of Keep Scotland Beautiful; combat climate change, tackle litter and waste and protect and enhance the places we love - Values: Collaboration, Positivity, Ambition, Innovation - Commitment to fair, inclusive, equal opportunities and healthy and safe working practices - Able to exercise discretion in handling confidential and sensitive information	
Other	- Ability to travel with full, valid UK driving Licence - Able to undertake some evening and weekend commitments - Willingness to participate in training (where relevant)	