

Job Description and Person Specification: Campaign Support Officer

Keep Scotland Beautiful – Your charity for Scotland’s 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: Campaign Support Officer

Job Grading: Level 2 - Officer

Location: Stirling

Reporting to: Campaigns and Social Innovation Manager

Job Purpose

Reporting to the Campaigns and Social Innovations Manager (CSIM), the Campaign Support Officer will support the development, administration, communications and delivery of a range of campaigns and projects across the Campaigns and Social Innovation Team with a focus on Upstream Battle and actions as part of the work across the Marine Litter Strategy and National Litter and Flytipping Strategy.

Key Responsibilities

1. In conjunction with the CSIM and other colleagues, facilitate the development and delivery of Upstream Battle and other relevant projects, interventions and activities across the campaigns team.
2. In conjunction with the wider Campaigns Team, and other teams internally, support with wider work to tackle litter and waste.
3. To develop and maintain systems to support with data gathering, impact and engagement across the team.
4. To be present and active in local communities, taking practical action and engaging active groups on-the-ground.
5. To promote projects and activities by developing and delivering appropriate communication plan(s), particularly online and via social media and other media channels.
6. To create case studies and other relevant reports to communicate learnings and findings from interventions to a range of relevant stakeholders.
7. To work with the ICT Team to maintain, update and develop website content, including the Clean Up Scotland members site.
8. To work with the Communications Team across a range of communications channels to support delivery and develop promotional materials for projects, interventions, and activities.
9. To deal with public enquiries in an efficient and timely manner.
10. To record and update information in all relevant databases and adhere to reporting requirements.
11. To develop and maintain close communications with fellow employees to ensure the maximum flow of information, understanding and ideas.
12. To familiarise with and adhere to all internal policies and procedures
13. To ensure compliance with the company's Health and Safety policy.
14. To observe the company's Equal Opportunities Policy.
15. 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: Campaign Support 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
Experience / Skills	- Understanding/experience of campaign development and delivery - Understanding/experience of administration processes and procedures - Experience of data and evidence gathering - Experience of community engagement - Understanding/experience of a range of communication activities including social media techniques and applications - Experience of supporting a team across a complex workload	- Understanding of environmental issues and policy relating to litter, plastics pollution, circular economy and climate change - Experience of maintaining and developing website content - Experience of working with/supporting volunteers - Ability to create, maintain and enhance working partnerships
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)	