

Job Description and Person Specification: Campaigns and Interventions 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	<p>We are Collaborative – we believe in collaboration and the power of working in partnership with a cross section of society.</p> <p>We are Positive – about the changes that people, communities and organisations can make.</p> <p>We are Ambitious – and will match the environmental challenges we face with positive action.</p> <p>We are Innovative – and ensure our work develops to meet the needs of those we aim to inspire and support.</p> <p>We are Influential – we use our influence to support others make environmental improvements.</p>
Our Way	<p>Community engagement – We support, celebrate and recognise the achievements of those taking positive action to protect and enhance our natural and built heritage.</p> <p>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.</p> <p>Campaigns – We raise awareness of the challenges our environment faces, gather evidence and inspire everyone to rethink behaviours and take positive action.</p> <p>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.</p>

Job Title: Campaigns and Interventions Officer
Job Grading: Level 2 - Officer
Location: Stirling
Reporting to: Campaigns and Social Innovation Manager

Job Purpose

Working on our Upstream Battle Campaign, the Campaigns and Interventions Officer will lead on the delivery of the funded campaign. This will include engaging communities, schools and businesses across Scotland to inspire action to tackle litter along rivers and waterways locally. The officer will also work with partners to develop new relationships and increase the reach of the campaign across key areas and networks.

Key Responsibilities

1. In conjunction with the Campaigns and Social Innovations Manager, lead and facilitate the development and delivery of projects, interventions and activities associated with Upstream Battle.
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 relationships with national and local stakeholders, and local communities across Scotland.
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: Campaigns and Interventions Officer

	Essential	Desirable
Education / Training	<ul style="list-style-type: none"> Good general education (Advanced Highers/A-Level equivalent SCQF level 7) and/or relevant work experience relating to the role 	<ul style="list-style-type: none"> Degree or SCQF Level 9 equivalent qualification in relevant subject Carbon Literate Degree in environment/sustainable development subject Project Management qualification
Experience / Skills	<ul style="list-style-type: none"> Understanding of environmental issues and policy relating to litter, plastics pollution, circular economy and/or climate change Good working knowledge of developing, organising, and delivering large-scale campaigns and initiatives 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. Undertaking evaluation, developing case studies and writing reports 	<ul style="list-style-type: none"> 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 planning and deploying press/media/PR activity to support campaign delivery Experience of maintaining website content and databases Previous budget and financial management experience
Competencies	<ul style="list-style-type: none"> Please see separate Competencies document for this job grade. 	
Values and Attitudes	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Ability to travel with full, valid UK driving Licence Able to undertake some evening and weekend commitments Willingness to participate in training (where relevant) 	