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## Campaigns Coordinator

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Do you have the drive, commitment and vision to help Fern's campaigns to strengthen rights, mitigate climate change and increase biodiversity? Fern's campaigns coordinator, whose main role is to ensure campaigns are relevant, coherent, effective and well-coordinated, is leaving. We are looking for an inspiring, visionary and energetic individual who thinks strategically to take up this role.

Fern is a respected campaigning organisation, working on EU and European forest policies with the aim of achieving greater environmental and social justice, focusing on forests and forest peoples' rights in the policies of the EU and Europe in general.

In all its work, Fern believes that to be effective, it is essential to understand and address the social and economic dimensions of environmental conflicts, build strong diverse coalitions to help achieve lasting change, and present positive ways forward.

With its innovative and flexible co-management structure, Fern values individual autonomy, teamwork, and strives to make decisions by consensus. We replicate this collaborative way of working with our partners and networks.

The campaign coordinator role is primarily one which represents and facilitates Fern's campaign work, which is done in conjunction with campaigners who devise campaign strategies, and fundraise to deliver them.

The position would be based in Brussels, Belgium or possibly Moreton-in-Marsh, UK.

### **Responsibilities**

#### ***Quality, effectiveness and compliance with Fern's theory of change***

- Supporting and challenging campaigners to consider the relevance of campaigns to evolving contexts;
- Maintaining oversight of Fern campaigns, and the coherence between them, identifying linkages across campaigns in the interest of synergy;
- Ensuring Fern's outputs are of high quality;
- Ensuring campaigners adhere to Fern's theory of change and vision, mission and values;
- Ensuring campaigners develop strategic, measurable, achievable, realistic, and timebound (SMART) campaign plans.

#### ***Support to campaigners in their campaign strategy***

- Supporting campaigners in the development and implementation of their campaigns, including questions related to budget management;
- Stepping in as 'backstop' when required by campaigners through giving presentations, facilitating meetings/events etc.

### ***Representation***

- Oversight/control of the public face of Fern and being responsible for how Fern is seen externally;
- Presenting Fern at high-level events and to donors;
- Serving as main point of contact with and secretary to the Board.

### ***Financial responsibilities***

- Oversight of spending plans, financial planning and reporting requirements and ensuring overall financial sustainability of the organisation and its campaigns.

### ***Co-management***

- Fern co-management which involves ensuring financial sustainability, participation in Fern's management team and other managerial tasks beyond campaign work;
- Act as mentor to staff assigned to the campaign coordinator, and deliver their appraisals.

### **Specific tasks**

- Convening campaign and communications meetings for planning, strategising and reviewing progress against campaign objectives;
- Facilitating and supporting colleagues in the development of relevant materials, signing off on relevant products, reviewing, and instigating appropriate responses to monitoring and evaluation findings;
- Monitoring campaigns for compliance with Fern policies of non-discrimination;
- Acting as an ambassador for Fern in meetings vis-à-vis major and potential donors, media, and at high-level events;
- Representing the staff in strategic discussions with the Board and vice versa;
- Developing the agenda for annual Board meeting and conference calls and acting as contact person for Board members;
- Working in close co-operation with the finance and administration team, and finance manager to oversee spending plans and expenditure, flagging areas of concern with relevant campaigners;
- Fundraising, contributing to Fern's fundraising team and encouraging colleagues to be proactive in fundraising;
- Ensuring that Fern maintains and regularly reviews its risk register;
- Participating in management team meetings where required.

### **General requirements of the role**

- A politically astute strategic thinker/campaigner, with an interest in EU and Member State politics;
- Comfortable with Fern's approach and worldview;
- Successful track record in the management of campaigns (including financial management);
- Available for frequent international travel: with offices in two countries and activities in many more, regular travel will be necessary to attend meetings and to ensure regular contact with colleagues and partners;

- Flexibility: as a small campaigning organisation working over different time zones and with important funding and communication deadlines, there is a need to work unsocial hours.

## **Skills / experience**

### ***Essential***

- Extensive experience working in an international NGO and NGO networks in a campaigning, advocacy, policy or similar role;
- Fluency in English and good command of French, Spanish or German;
- Able to work quickly and accurately under pressure, with good organisation and prioritisation skills;
- Able to edit and write publishable material;
- Experience of developing joint organisational positions and facilitating meetings involving a broad range of views, interest groups and cultural approaches;
- Good financial literacy skills, i.e. budgeting and understanding financial reports;
- Successful track record of fundraising;
- A good understanding of issues of power, diversity and inclusion, including gender;
- A good understanding of the functioning of EU institutions;
- Proven networking skills including ability to work with a variety of partners.

### ***Desirable***

- 10 years' experience working in an international NGO and NGO networks in a campaigning, advocacy, policy or similar role;
- Competency with standard software packages;
- Experience of working in an African or Asian context;
- Familiarity with issues relating to forests, the environment, land rights, development and/or climate;
- Extensive contacts/network;
- (An)other language(s).

## **Personal attributes**

- A good communicator;
- Emotionally intelligent – sensitive to the needs of individuals and the wider group;
- A self-starter (self-motivated, able to work on his/her own initiative, organise the priorities / work of self and others, and motivate others around a broader vision of Fern);
- Someone who can adapt to, and is comfortable in a variety of different cultural contexts;
- A natural team-worker, able to provide leadership by commanding respect through an inclusive or consultative approach in a non-hierarchical environment;
- Comfortable in dealing with diversity both outside and inside the organisation;
- Energetic and able to inspire others;
- Able to establish and maintain constructive relationships with the full range of stakeholders - officialdom, donors, the media, academia and a large and diverse range of NGOs;
- Able to influence others through force of argument.

**How to apply:**

- Applications should be made **in English** explaining how you meet the essential criteria, how you would tackle the challenges of the role as you understand it, including a consideration of where offices should be based post-Brexit, and guiding a team through changes in a non-hierarchical structure.
- Applications should include a CV detailing all relevant work experience.
- **Applications without a properly prepared covering letter will not be considered.**
- **Only selected candidates will be contacted.**

Deadline for applications: **09.00 (BE time) 9<sup>th</sup> October 2017**

First interviews – Full assessment day: Wednesday 25 October in Brussels

Second interviews – Tuesday 31 October (tbc) in Moreton-in-Marsh

Send applications to: [julie@fern.org](mailto:julie@fern.org)