

Senior Project Manager – Just Transition

Hours: 4 days a week, flexible (some unsociable hours)

Salary: £40,127 (pro rata for 4 days) plus £2,400 London Weighting

Pension: 5% employee, 10% employer contribution

Contract: 12 months (potential to extend)

Based: London offices

Citizens UK

Citizens UK organises communities to act together for power, social justice and the common good. We are the home of broad-based community organising in the UK, with 15 diverse civil society alliances across England and Wales (including over 450 civil society organisations). We build powerful alliances that develop the leadership capacity of our members so they can hold politicians and other decision-makers to account on the issues that matter to them. Citizens UK also creates systemic change through projects such as the Living Wage Foundation, PACT and Sponsor Refugees. Please visit our website at: www.citizensuk.org

Purpose

We are looking for a 3 day a week Senior Project Manager to lead our [Just Transition Campaign](#) in London to secure the creation of 60,000 new Green Jobs and retrofit 100,000 fuel poor homes by the end of 2024 – see our campaign video [here](#). Your role will be to deepen the partnerships with our London Citizens Just Transition Coalition of over 50 organisations, including a range of London Citizens members from the faith, education and charity sectors, and our allies, including the [G15 housing association network](#) and [London First](#), a business campaigning group of London's top 200 companies. Through our Coalition and other key stakeholders in London, we aim to realise the [Just Transition Campaign goals](#).

In addition, we are seeking a person who will work for 1 day a week on building community organising in West London, focussing on the borough of Westminster.

The ideal candidate will operate with a high degree of independence, be an initiator, deliver work to a high standard, is able to juggle multiple roles simultaneously, is hungry to combine climate change with social justice and is interested in making sure that the benefits of new climate policy benefit poor communities. You will also have experience of project management at scale, with excellent communication skills, a track record of engaging diverse stakeholders and building a network.

Main Responsibilities

Working as a Senior Project Manager for Just Transition, and as an Organiser in West London Citizens, your main responsibilities will include:

| | |
|---|---|
| <p>Winning the campaign to build 60,000 green jobs and upgrade 100,000 fuel poor homes in London by 2024:</p> | <ul style="list-style-type: none"> • Build the capacity and breadth of our volunteer Just Transition Policy Team, including strengthening their research and policy capacity. • Create a plan for public accountability to track progress on green jobs and housing retrofit in London; • Build a strategy to engage multiple stakeholders, including the GLA, business and civil society who want to work on realising these goals; • Create opportunities for public action that move the campaign forward and generate media coverage. |
| <p>Organiser in West London (Borough of Westminster focus) – 1 day a week</p> | <ul style="list-style-type: none"> • Working with the local alliance of 7 organisations in Westminster Citizens, supporting them with training, leadership development and the development of significant local campaigns that win systematic change, especially in the build up to the local elections 2022. |
| <p>Contribute towards the achievement of CUK and Project strategic objectives</p> | <ul style="list-style-type: none"> • Demonstrate an ambition for impact; driving to achieve results that will benefit stakeholders. • Develop and implement ideas for action that are consistent with the goals of the project & CUK’s core mission. <p>Support borough-level Just Transition campaigns towards the local elections 2022</p> <ul style="list-style-type: none"> • Support borough-based Just Transition campaigns around community organising and the climate (for instance - creating toolkits, connecting the teams to experts and research) as member organisations choose the campaigns they want to work on. |
| <p>Build and manage projects & achieve work targets effectively</p> | <ul style="list-style-type: none"> • Demonstrate ability to identify opportunities, initiate and grow new and complex projects; incl. planning and organising work effectively. • Evidence of having established systems for monitoring and evaluating key performance indicators and delivering to time and budget. |
| <p>Learning & expertise</p> | <ul style="list-style-type: none"> • Carry out research to ensure expert sector knowledge & political awareness. • Act as a learning facilitator by training and coaching others. |
| <p>Develop and manage external relationships</p> | <ul style="list-style-type: none"> • Demonstrate ability to identify and proactively develop senior external relationships and partnerships that further organisational goals; • Manage a range of diverse external relationships; • Demonstrate ability to manage different interests and win the commitment of others to shared goals <p>Build the Just Transition Coalition:</p> <ul style="list-style-type: none"> • Develop and implement a stakeholder engagement plan to support and promote the project with employers, housing developers and housing associations. • Build strong relationships and significant public commitments from the current Just Transition Coalition members, supporting meetings, following up on actions in-between. |

| | |
|---|--|
| | <ul style="list-style-type: none"> • Grow the Coalition from 50 to 100 organisations. |
| Communications | <ul style="list-style-type: none"> • Contribute to the development of communication strategy and the production of highly effective or high-profile materials. • Represent the organisation (and the Just Transition Campaign) effectively to a range of external audiences at public events and meetings with senior stakeholders. • Oversee the collation and dissemination of research and evidence to build the case for the Just Transition. • Create 4 blogs over your term to outline your work and progress made. |
| Develop and manage internal relationships | <ul style="list-style-type: none"> • Demonstrate ability to manage and coordinate teams across the organisation. • Be able to effectively line manage staff with evidence of having developed staff. |
| Generate income and resources | <ul style="list-style-type: none"> • Demonstrate ability to identify and build new sources of income/resource and bring to scale. • Develop and manage funding proposals. <p>Supporting Climate Change expertise and its sustainability as a campaign within Citizens UK</p> <ul style="list-style-type: none"> • Generate reports, research, partnerships and materials to be used for future funding to grow the campaign; • Work with the Lead Organiser to produce a sustainable fundraising strategy whilst developing relationships with potential climate funders that could support Citizens chapters across the UK. • Oversee the successful creation of fundraising applications, grants and donations to create a sustainable Just Transition Campaign in London. |

Person Specification

| REQUIREMENTS | | ESSENTIAL | DESIRABLE |
|--------------------------------------|--|-----------|-----------|
| EXPERIENCE AND QUALIFICATIONS | Proven, comprehensive experience in a project management role | ✓ | |
| | Experience of building consensus between diverse stakeholders to drive progressive change | ✓ | |
| | A track record of successfully developing mutually rewarding corporate and third sector partnerships to deliver project objectives | ✓ | |
| | Previous experience of attracting funds to scale a project | | ✓ |
| | Degree or equivalent professional qualification | | ✓ |
| | Supporting the participation and leadership of civil society leaders in social justice campaigns | | ✓ |
| | Clear evidence of community organising – specifically campaigns won and people developed | | ✓ |

| | | | |
|---------------------------------|--|---|---|
| KEY SKILLS AND KNOWLEDGE | Excellent project management skills, especially working in an unstructured environment | ✓ | |
| | Exceptional interpersonal skills with the ability to build relationships, lead, influence and motivate others | ✓ | |
| | An ability to engage and work effectively with a diverse range of high-level stakeholders, including senior business leaders | ✓ | |
| | Strong report writing skills and ability to share and disseminate knowledge with project partners | ✓ | |
| | An ability to take initiative, work independently and take leadership across different teams | ✓ | |
| | Excellent time management skills with the ability to juggle a wide range of competing demands. | ✓ | |
| | Ability to work with and relate to all types of people | ✓ | |
| | Strong IT skills to include MS Office and database software | | ✓ |
| | Understanding of the climate change policy and campaign landscape UK-wide | | ✓ |
| PERSONAL ATTRIBUTES | A proactive approach to all areas of work with a 'can do' attitude and a flexible approach to work demands | ✓ | |
| | A strong commitment to the Just Transition campaign, principles of Citizens UK and a passion for social justice. | ✓ | |

The successful applicant will be required to undertake a satisfactory Enhanced DBS check. DBS checks are renewed on a 3-year cycle.