

## **Job Description**

**Job Title:** Bright Now Campaign Director

**Reporting to:** The person in this role will be line managed by a member of the Operation Noah Board of Trustees and they will report to the Board of Trustees.

**Line management responsibilities:** The person in this role will line manage the Bright Now Campaign Manager, whose role has an emphasis on impact investing in climate solutions and nature-based solutions. The Campaign Director will also line manage the Fundraiser.

**Salary and hours:** The salary is £45,000 per annum. This is a full-time role, working 35 hours per week, including some work at evenings and weekends. The person in this role will be an employee of Operation Noah, and the role is for one year initially. The continuation of the post beyond one year is dependent on sufficient funds being available. The job is based in our office in Romero House, Southwark and can involve some home working, subject to agreement. (Operation Noah will continue to be responsive to changing circumstances and to ensure the safety of our employees.)

**Background:** Operation Noah is a leading Christian charity campaigning on the climate crisis. The Bright Now campaign encourages UK Churches to divest from fossil fuel companies and invest in climate solutions. The person in this role will lead the Bright Now team and will work collaboratively with other team members.

### **Main tasks and responsibilities:**

#### **Bright Now team leadership**

- Lead (in collaboration with the Campaign Manager) the development and implementation of Bright Now campaign strategy and plans, along with other members of the team.
- Lead (in collaboration with the Campaign Manager) on the development of short-, medium- and long-term objectives in the different areas of the Bright Now campaign, and monitor and evaluate performance to ensure that objectives are achieved.
- Lead on the timely sign-off of Bright Now campaign activity.
- Develop knowledge and expertise, with appropriate training, to enable the development of the Bright Now campaign as appropriate.
- Support and mentor team members to develop their knowledge, skills and expertise, checking that roles, responsibilities and skills are able to meet the aims of the campaign.

#### **Campaign development and delivery**

- Lead on the development and implementation of the strategy on divestment with national Churches (e.g. Church of England, Roman Catholic Church, Church of Scotland, Scottish Episcopal Church), including researching and writing reports as required.
- Work with the Campaign Officer (fossil fuel divestment/Catholic impact investing focus) on the development and implementation of the strategy on divestment with local churches and Church structures (e.g. Church of England Dioceses, Roman Catholic Dioceses, Methodist Districts and Circuits, United Reformed Church Synods).

- Lead, in collaboration with the Campaign Officer (fossil fuel divestment/Catholic impact investing focus), on the development and implementation of periodic global divestment announcements.
- Work with the Campaign Manager and Campaign Officer (nature-based solutions/impact investing focus) on the development and implementation of the strategy on impact investing in climate solutions with national Churches (e.g., Church of England, Methodist Church, United Reformed Church), including researching and writing reports as required and promotion of opportunities for action, with the aim of encouraging new commitments towards a climate impact investing announcement programme.
- Lead, in collaboration with the Campaign Officer (fossil fuel divestment/Catholic impact investing focus), on the development and implementation of the strategy on impact investing in the Roman Catholic Church.
- Work with the Campaign Manager and Campaign Officer (nature-based solutions/impact investing focus) on the support of campaigners in various Church denominations, including the Church of England, Church of Scotland, Church in Wales, Methodist Church and United Reformed Church.
- In collaboration with the Campaign Officer (fossil fuel divestment/Catholic impact investing focus), support campaigners in the Roman Catholic Church and the Church of England.
- Collaborate with other organisations working on fossil fuel divestment, impact investing and nature-based solutions on joint initiatives and campaigns.
- In collaboration with the Campaign Manager, facilitate and organise events, webinars, talks and workshops on all Bright Now campaign focus areas.
- Represent Operation Noah/Bright Now at meetings with funders and with networks and organisations working on fossil fuel divestment, impact investing and nature-based solutions, Church investors and fund managers, Churches and their leaders.
- Attend meetings of Operation Noah's Board of Trustees and update Trustees on progress.
- Work as part of a team in the general cause of furthering the Bright Now campaign.

### **Bright Now campaign communications**

- Write and publish blog posts on the campaign and the wider context of fossil fuel divestment, impact investing in climate solutions and nature-based solutions, and coordinate content written by other members of the team.
- Work with Operation Noah's Communications Officer to ensure campaign stories are effectively communicated through our social media channels (Twitter and Facebook).
- Write content for the Operation Noah e-newsletter as required and review content written by other members of the team.
- Write press releases as required and liaise with the Communications Officer on sending these to appropriate press contacts.
- Undertake interviews with print and broadcast media as required.
- Liaise with other organisations to increase the impact of our communications on fossil fuel divestment, impact investing and nature-based solutions.

## Management and reporting

- Work with the Fundraiser to seek sources of funding to continue the Bright Now campaign beyond the current funding period and lead, in collaboration with the Fundraiser, on providing updates to funders.
- Lead (in collaboration with the Campaign Manager) the management of the Bright Now campaign budget.

PERSON SPECIFICATION	Essential	Desirable
Excellent written and oral communication skills	X	
Self-confident	X	
Diplomatic skills	X	
Excellent organisational skills	X	
Ability to work collaboratively as part of a team	X	
Ability to lead a team	X	
Ability to motivate self and others	X	
Ability to manage own workload	X	
Strategic thinker	X	
Experience of managing projects and/or campaigns	X	
Experience of organising and facilitating events, webinars, talks and workshops	X	
Experience of working within and managing and reporting on project budgets	X	
Grassroots campaigning experience	X	
Commitment to care for the environment and passion to take action on the climate crisis	X	
Awareness of the role that Churches can play in the wider movement for change	X	

Excellent IT skills including email, Excel, Word and PowerPoint	X	
Experience of line managing staff	X	
Experience of working with volunteers	X	
Experience of working with Church leaders		X
Experience of working collaboratively with other organisations		X
Knowledge of financial management and ethical investment		X
Knowledge of fossil fuel divestment		X
Knowledge of impact investing in climate solutions		X
Knowledge of nature-based solutions to the climate crisis		X
Active Christian faith		X
Experience in seeking sources of funding		X
Experience in publishing web content on WordPress (or similar)		X
Experience in using social media on a professional basis (Facebook, Twitter)		X
Experience in writing press releases		X
Experience in undertaking media interviews		X