

Hope Valley Climate Action

Executive support specification



Introduction

Hope Valley Climate Action (HVCA) is a dynamic, innovative and influential climate action group. We are combatting climate change by raising public awareness, initiating practical projects, and influencing public policy. Having been established in 2019, we are now well established with a thousand supporters in the Valley and beyond, and a track record of successful projects. We are a Charitable Incorporated Organisation, governed by a Board of Trustees. Our income in 2023 was approximately £90K, predominantly from grants.

We hold monthly general meetings at which members discuss current issues and review HVCA's activities. Action groups on energy, travel and transport, and land use are taking forward HVCA's work in specific topic areas. A newly established 'Creatives' group is exploring the links between arts, culture and climate. We have received external funding for major renewable energy and sustainable travel projects. As a growing and ambitious organisation, we are now seeking to contract for executive support, to enable us to move to the next level of effectiveness.

Work to be done

We wish to let a contract to help us develop further, and to provide executive support to the Trustees, for one year in the first instance. Our wish is to turn this into a Director level post, dependent on securing the necessary funding!

Work to be done will include:

- Organisational development, including contributing to the development of a new strategy;
- Lead external communications, including social media and managing our website;
- Engaging with a wide range of external partners;
- Having oversight of financial arrangements, including fundraising and preparation of grant applications;
- Support for action groups, working with project officers where appointed;
- Optimising and maintaining our systems, including ensuring our governance is sound;
- Organising events;
- Contributing ideas, skills and insights to all our activities.

Tasks

We anticipate having a formal review of the contract after three months. Tasks to be completed in this time will include:

- Review external communications, including establishing regular social media feeds;
- Review our organisational policies, and identify priorities for updating and refreshing them;
- Review our administrative systems, including supporters' database;
- Liaise with our newly appointed accountant to establish sustainable arrangements for oversight of our finances.

Subsequent tasks will include:

- Working with Trustees on the development of a new three year strategy;
- Supporting our Action Groups;

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see <https://hopevalleyclimateaction.org.uk>

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- Identifying funding opportunities and preparing funding bids, with a view to diversifying our income sources;
- Developing partnerships, including with the High Peak Green Network, Derbyshire Climate Coalition and Friends of the Earth;
- Liaison with MPs' offices, Councillors, Peak District National Park Officers and Members and other decision-makers;
- Maintaining links with supporters, including organising general meetings;
- Preparation of annual report and accounts.

This is not an exhaustive list.

The person

Applicants will ideally need to demonstrate:

- Personal commitment to the objectives of HVCA and a determination to act on the climate emergency;
- Good interpersonal communication skills; ability to build confidence and command respect from members and partner organisations;
- Ability to work independently and to take initiative;
- Good organisational skills, including IT expertise;
- Resilience; ability to prioritise and resolve competing pressures; a self-starter; flexibility in working patterns;
- Understanding of the Hope Valley; its local communities and its visitors.
- Experience in networking and building relationships with a wide range of people;
- Skills in communications, including content creation and social media;
- Experience of setting up and running administrative systems;
- Campaigning experience.

Terms

We intend to let this contract for a year in the first instance. We propose a formal review after the first three months to ensure that both parties are happy with progress. Our expectation is that the contractor would work 2 – 2.5 days per week on this, though this is subject to negotiation. We have an overall budget of £20K to cover the work over 12 months, though exact level of remuneration would be subject to negotiation. Continuation of the contract will be dependent on our financial position, and may involve transfer to employed status.

The contractor will be expected to work from their own home or premises, and to work flexibly to meet the requirements of the job, including attending evening and weekend meetings. HVCA will meet communications and travel costs. You will report to Jeremy Wight, HVCA Chair.

Are you interested? How to apply

If you would like any more information, or want to have an informal discussion, please contact Jeremy Wight at jeremywight@hopevalleyclimateaction.org.uk. To apply, please submit a CV and a covering email describing your skills and experience and how you would meet the requirements of the job to Jeremy by midnight on Interviews will take place at a mutually agreeable time ...

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