



JOB TITLE	Executive Director
SALARY	£80,000- £90,000
PURPOSE OF ROLE/JOB SUMMARY	Under the direction and guidance of the CJUK Board of Directors, the Climate Jobs UK Executive Director coordinates the establishment of the coalition's organisational structure, develop and implement campaigns, and support our communications work. The Executive Director is responsible for the planning, organising, staffing, motivating, directing, managing, lobbying, and fundraising for all CJUK's designated priorities.
REPORTS TO	CJUK Board of Directors

KEY DUTIES/RESPONSIBILITIES	
• Lead organisational development, including building out and formalising Climate Jobs UK. • Work with the CJUK Board of Directors, affiliated trade union staff, members, and allies to develop comprehensive legislative campaigns to secure a jobs-first energy transition. • Meet with elected officials, union members and organisations to create and promote the Climate Jobs UK story and to gain support for Climate Jobs UK priorities. • Identify and cultivate relationships with foundations, corporations, unions, governmental entities, individuals, and community organisations to secure major funding to allow Climate Jobs UK to become financially sustainable. • Support educational work within the labour movement about how the climate and inequality crises impact workers' lives and our response. • Develop strong knowledge of current employment and industry trends across the UK and opportunities for Climate Jobs participation by consulting with unions and employer partners, conducting independent research where necessary.	
• Coordinate campaigns to address the climate crisis in a way that supports a rise in labour standards and creates good union jobs in the UK. • Support the organisation's external-facing communications, including online communications and traditional media. • Recruit, supervise and support other CJUK staff and contractors. • Work together with any other CJUK staff and members on aspects of organisational development, fundraising, organisational campaigns, special projects, training, and meetings. • Collaborate with the Board of Directors to establish the annual budget, and to maintain sound financial procedures, reporting, and performance. • Cultivate and maintain relationships with leading employers and unions across industries throughout the UK. • Ensure compliance with all laws, regulations and guidelines governing not-for-profit organisations. • Perform all other duties incidental to the duties of an Executive Director and such other duties as from time to time may be assigned by the CJUK Board of Directors.	

QUALIFICATIONS (KNOWLEDGE, SKILLS AND ABILITIES)

- Proven track record of success in a leadership position overseeing operations of an organisation or programme with exposure to foundations, while maintaining solid relationships with staff, board, donors, and other stakeholders.
- Ability to manage multiple projects, priorities, and personalities simultaneously with careful attention to detail in a fast-paced environment.
- Successful resource development, fundraising, and philanthropy experience.
- A solid knowledge of accounting, budgeting, financial management and marketing.
- Experience in leading the process of ongoing strategic planning.
- Extensive experience in public speaking/public relations.
- Experience in delivering successful campaigns that have influenced national and/or devolved government.
- Demonstrable commitment to diversity, equality and inclusion.
- Demonstrated leadership and management experience.
- A working knowledge and demonstrated commitment to the labour movement.
- Demonstrable knowledge, commitment, or experience in addressing the climate crisis and/or engaging with impacted communities.

