

Environmental Rights Centre for Scotland (ERCS) Events Administrator (temporary, part-time)

Job title:	Events Administrator
Contract type:	Sessional – four-month fixed term contract
Salary:	£14 per hour
Hours:	2 – 4 per week increasing to 7-10 from late August to early September
Annual leave:	25 days annual leave plus 10 days statutory holiday (pro rata)
Location:	Hybrid working arrangements with office space in Edinburgh. Must be available to attend meetings and events in Edinburgh/Glasgow
Reports to:	Chief Officer
Start date:	Immediate

Are you an experienced events administrator who is looking for a few extra hours over the summer?

The [Environmental Rights Centre for Scotland](#) (ERCS) is looking for an enthusiastic and motivated person to help organise our first Environmental Rights Summit in early September. This will be a one-day event for ERCS members, community campaigners and the voluntary sector.

If you have the skills to ensure the smooth running of in-person events and are also passionate about protecting the environment and human rights, apply today!

We really encourage applications from people who are Black or from minority ethnic communities, disabled people and people from lower socioeconomic backgrounds.

For informal enquiries contact Shivali Fifield, Chief Officer at chiefofficer@ercs.scot.

Closing date: 5pm Thursday 6 July 2023

Interviews Wednesday 12 July 2023 online via Zoom

Please include in your accompanying email any times that you would not be available to attend interview if shortlisted.



Job Description

Background on ERCS

The [Environmental Rights Centre for Scotland](#) (ERCS) was initiated by Scottish Environment LINK (LINK) and was registered as a Scottish Charitable Incorporated Organisation (SC050257) in July 2020.

Our vision is of a Scotland where every person's right to a healthy environment is respected, protected and fulfilled.

Our mission is to assist everyone, especially people who face the biggest barriers, to exercise their rights in environmental law and to protect the environment. We do this through:

- **Awareness-raising of legal rights and remedies** and supporting equitable participation in environmental decision-making
- **Advice, assistance and representation** to increase access to justice and holding public authorities and polluters to account on the environment
- **Advocacy in policy and law reform** to improve environmental law
- **Strategic public interest litigation** to tackle systemic environmental problems.

ERCS understands environmental law to include law relating to land-use planning, climate change, pollution control, environmental health, the conservation of biodiversity, and any other field (e.g. cultural heritage, transport, energy) to the extent that it impacts on the natural environment and/or the right to live in a healthy environment.

Our operating values and principles are:

- open, accessible and approachable in how we offer our services
- respectful, collaborative and enabling in how we deliver our services
- evidence-based and assertive in how we advocate for policy and law reform
- trusted and authoritative in how we pursue environmental rights and litigation
- transparent in how we evaluate our impacts and improve our overall effectiveness.



Job Purpose

The Events Administrator will support the coordination of ERCS's online and in-person events over the summer, including an Environmental Rights Summit for ERCS members, community campaigners and the voluntary sector in early September 2023. The role will include assisting in the planning, administration, marketing, evaluation and follow up.





Key responsibilities

Events administration

ERCS delivers accessible, informative and engaging events to increase awareness of environmental rights and how to exercise them

- Liaise with venue and ensure the smooth running of the Environmental Rights Summit including catering, audio-visual and health and safety arrangements.
- Provide the first point of contact for speakers and facilitators by email and phone.
- Arrange travel for speakers and facilitators as appropriate.
- Attend planning meetings and take accurate minutes of discussions, decisions, and action items.
- Lead with marketing the event through ERCS's communications with civil society networks, ERCS's members, subscribers and Twitter feed.
- Set up and maintain the booking system to track delegate registrations (using Eventbrite).
- Prepare delegate packs and other materials for the day.
- Attend and support the event.
- Assist with organising other events during the summer including in-person meetings and online webinars.
- Support the monitoring and evaluation of events.

External relations

ERCS works in partnership with statutory and non-statutory organisations to secure concrete progress on environmental rights in line with ERCS's mission and values

- Contribute to the development of ERCS's networks with key stakeholders within Scottish civic, legal, environmental and academic fields.
- Support the development of ERCS's website and social media presence to further ERCS's communications reach.
- Work collaboratively with colleagues and with the Board of Trustees to deliver ERCS's strategic plan and objectives.
- Attend team meetings and events as required.
- Carry out other duties consistent with the job purpose and as ERCS may reasonably require.



Person Specification

- Demonstrable understanding of and commitment to ERCS's vision, mission and values.
- Educated to degree level or equivalent experience (voluntary or paid).



- Significant experience of events management and administration, and commitment to delivering a high quality service.
- Excellent communication skills, both written and verbal.
- Excellent IT skills including Microsoft Office 365 (SharePoint, Word and Excel), Power point and online meeting software such as Zoom and Teams.
- Understanding of UK General Data Protection Regulation.
- Ability to manage, prioritise and complete tasks, with good attention to detail, and to maintain standards under pressure.
- Ability and enthusiasm to work creatively and independently with an appropriate amount of supervision.
- Excellent interpersonal and team-working skills including confidentiality and acting within limits of authority.



Terms and conditions

This is a fixed term, part-time contract with two weeks probation. The hours will be a minimum of 2 - 4 per week depending on the needs of the work and increasing to 7 – 10 per week the lead up to the Summit in early September. The salary is £14 per hour.

The fixed term contract includes a pro rata leave quota based on 25 days annual leave and 10 public holidays per annum. There is flexibility over how the appointee will work their hours over five days. On occasion it may be necessary to work evenings or parts of weekends, for which time off in lieu will be granted. All approved expenses will be reimbursed.

ERCS operates an auto-enrolment workplace pension scheme with the Nest Pension where ERCS makes an employer contribution to employee personal pensions, if eligible, of up to a maximum of 8% of basic salary, complementing employee contributions.

