

Lambeth Friends of the Earth - Co-ordinator role

Lambeth Friends of the Earth has a vacant Co-ordinator role which is now open to applications from the membership.

Co-ordinator role

Lambeth Friends of the Earth operates with 3 Co-ordinators working together. One of those 3 roles Co-ordinator roles is currently vacant.

Job description

- Establish vision for group with input from all members and stakeholders, and plan to achieve it
- Ensure smooth running of group administrative and internal processes (currently delegated to admin/onboarding team)
- Ensure compliance with all terms of Friends of the Earth agreements (branding, insurance, political impartiality, data protection and any other applicable requirements).
- Identify and allocate resources (including financial) to fulfil group's activities
- Identify new areas of action, plan and allocate resources
- Chair monthly meeting
- Communicate with key external stakeholders such as elected politicians, council, employees, other local groups as needed

Term: Candidates should be prepared to serve in the Co-ordinator role for at least 12 months.

How to apply

- Submit a written statement with up to 300 words outlining why you think you would be suited to the Co-ordinator role.
- Include evidence of your relevant experience including any work you have done with the Lambeth Friends of the Earth group. Please include any experience in coordinating volunteer groups, organising events, researching, campaigning and lobbying.
- Your written statement must state that you have read and understood the job description. It's important you also read and understand the following documents (please contact the current coordinator if you need any clarifications):
 - [Friends of the Earth Policies & guidance](#)
 - [Lambeth Friends of the Earth constitution](#)
- Submit your written statement via email to foelambeth@gmail.com