

Climate Action Officer

Item	Description
Job Title:	Climate Action Officer
Location:	London/Waterloo (SE1)
Level/Salary Range:	£27,000 - £30,000 (Dependent on experience)
Position Type:	Full time 35 hours per week, in-person.
Contract Type:	12-month fixed term contract with possibility of extension, subject to funding
Reporting to:	Policy and Advocacy Lead
Start Date:	Immediately/ASAP
Application deadline:	Friday 10 th January 2025, 6.00pm
Interviews:	Interviews will be arranged on a rolling basis.

Background:

Muslim Charities Forum (MCF) is the UK network for British Muslim-led Voluntary and Community Sector Organisations. MCF seeks to support, connect, and represent these organisations so that they can all experience the blessings of the collective.

Through our network we support almost 300 charities and community organisations. We aim to collectively build a more accountable, transparent, and efficient British Muslim-led Voluntary and Community Sector, to improve our ability—both as individual organisations and as a sector—to contribute to a more just and sustainable world.

With the support of our member organisations and the strategic investors of MCF, we work with a wider network of partners that includes non-member NGOs, regulatory bodies, civil society partners, academics and key stakeholders in the sector.

Job Purpose:

MCF has a small team, but our impact is far reaching. Following our previous Climate Action work, MCF is seeking a motivated and passionate individual to carry out the following duties.

The primary purpose of the role is to build awareness and capacity in Muslim-led Voluntary and Community Sector Organisations in the areas of climate action and sustainability.

This is an exciting role to take part in MCF's ongoing commitment to climate action awareness and to work with a range of organisations for positive and productive change.

The Climate Action Officer will work closely with the CEO and relevant team members to work with and support Muslim charities across the UK. The post holder will play an important role in supporting local and regional partners and ensuring they understand the objectives of the MCF and multi-agency work and coordination. The role creates the space for sharing of good practice, sharing insight and intelligence and building increased understanding across our partners, on our respective and collective skills, capabilities and strengths.

The role is the primary link to help ensure relationships, connections and practical collaboration takes place across the sector, led by MCF, by increasing understanding of the current climate crisis situation. This include its impact upon charitable organisational strategy and delivery, energy concerns, innovative practice and sustainable aid solutions in meeting the changing and growing needs of those who are most vulnerable.

Key duties and responsibilities:

Research

- Assist in developing policy and stakeholder engagement strategies in the context of climate action in the humanitarian sector.
- Present practical recommendations, outline advocacy targets and messaging, and suggest ways to drive the sector forward.
- Using initiative and creativity to identify areas for research, developing new research methods and extending the research portfolio.
- Research and mapping of organisations implementing climate and environmental action at a local level across the UK.
- Producing a journal on climate action and activism showcasing the good work of local organisations from marginalised and unrepresented communities in climate action.
- Identify key stakeholders to work with in the research project and coordinate the engagement plan accordingly.
- Disseminate reports and briefing papers to members and respective stakeholders.
- Work closely with the PR team to disseminate the research projects needs and findings in a creative manner.

Members Engagement

- Establish links with community groups and engage them in the climate actions projects through a series of activities, workshops and events.
- Assist in coordinating the Great Big Green Week project with MCF network and the wider local Muslim communities.
- Work with stakeholders, existing site users and relevant site partners to plan and deliver a quality programme of conservation volunteering tasks, inspiring activities and events, which will help to increase participation, use of the site and a greater sense of community ownership.
- Assist in developing and delivering capacity building sessions for the local organisations who are working already on climate action or have the potential to do so.
- Develop and run online environmental and climate awareness campaigns.
- Develop guidebook for local small organisation on how to run climate action and environmental activities, as well how to access funding and build collaborations.

Partners Engagement

- Build and nurture the critical relationships needed with the climate change arena between national, regional and local organisations via the five regional locations across the UK.
- Build trust and flexible two-way engagement mechanisms between regional convenors, local partners and local representatives of national partners (partner brokers) to understand local capacity and capabilities.
- Champion and demonstrate the equality principles of the partnership with the multiagency cells, and engagement with partners.
- Increase diversity and representation of the partnership at the multiagency cell level, create space for more power sharing and encourage co-production in the space.
- Represent MCF and the Muslim charity sector within the climate change space where appropriate.

Essential skills, experience, and qualifications:

- A self-starter but comfortable working within and adhering to existing processes
- Willingness to learn and achieve results and impact
- A community person who enjoys working with people
- Ability to solve urgent problems effectively and efficiently
- Understanding of operational planning and response including the role of local resilience
- Awareness of legislation relevant to climate change
- Good influencing and networking skills, and ability to work diplomatically and professionally with external stakeholders.

- The ability and willingness to reach out and engage with groups representing diverse communities, including those that fall within the protected characteristics, ensuring inclusion throughout.
- Ability to work as part of a team and build relationships with other staff members, at all levels
- Experience of developing external relationships with a variety of stakeholders.
- The ability to work on own initiative.
- Good at multi-tasking, prioritising and working to a tight deadline
- Ability to respond to challenging situations.
- Computer literate and experience using Microsoft 365
- Project management experience
- Excellent report writing skills
- Good listening skills
- Ability to create and deliver presentations.
- Works well under pressure, resilient and professional.
- Ability to travel nationally when required.
- Degree in Social Sciences, or Humanities.

If you are a change maker who wishes to help us empower the sector, please send your CV and a covering letter outlining your suitability for the role to: info@muslimcharitiesforum.org.uk

This post is kindly supported by Lady Fatemah Charitable Trust.

Please see the Person Specification below.