



Job Description and Person Specification

Community Coordinator / Movement Facilitator

The headlines

We urgently need to balance the needs of all people with the needs of our planet. To achieve this, the Engineers Without Borders UK movement is working to put global responsibility at the heart of engineering, to ensure a safe and just future for all.

We are now recruiting a Community Coordinator / Movement Facilitator to join us and lay the foundations to build a movement powerful enough to radically transform the culture of engineering.

Responsible for: Growing and mobilising the movement.

Location: London, UK

Type of post: Full time, 18 month contract

Salary: £26-28k per annum depending on experience

Leave: 24 days per annum, plus public holidays and 27-31 Dec

Pension: Up to 5% matched employer contribution to workplace pension scheme

Application deadline: Midnight (BST), Sunday 1 August 2021.

We will be reviewing and progressing with shortlisted candidates from when an application is received.

This is a rolling recruitment process so please apply early to avoid disappointment.

Interview date: From Wednesday 28 July, Virtually

Engineers Without Borders UK

Our planet is in a perilous position. We are draining natural resources, destroying ecosystems, and to avoid further climate crisis, emissions must drop drastically in the next decade. Meanwhile, there continues to be vast inequality across the world, with millions of people still without their basic human rights met.

Engineering has played a significant role – both good and bad – in getting humankind and the planet to where we are today. Now, we must urgently tackle numerous global challenges if we are to ensure a safe and just future for all.

In May 2021 we launched our 2021-2030 strategy, '[Reaching the tipping point for globally responsible engineering.](#)' This strategy provides a strong, persuasive plan to put global responsibility at the heart of engineering.

As society moves towards the deadline to meet the UN's Sustainable Development Goals (SDGs), we will inspire the engineering community to commit to global responsibility. We will upskill, equipping people to put purpose into practice. And we will drive change, collaborating with companies, universities, and a wide variety of organisations to accelerate globally responsible

engineering becoming mainstream. By 2030 we will build a movement of over half a million people, powerful enough to radically transform the culture of engineering.

It is an ambitious strategy but the scale of the challenge demands this. By bringing together thousands of people and organisations, we will develop unstoppable momentum towards achieving social and environmental justice through engineering.

Job description

This decade is crucial and the changes we need to see in the engineering industry to achieve social and environmental justice cannot wait. To achieve our ambition, we need to support and empower a very wide network of individuals and organisations committed to promoting globally responsible engineering. Currently, our largest demographic of members are 25-34 years old. We now want to broaden our reach within the engineering industry, deepen the engagement and impact of all members, and create a structure for the movement that ensures our collective voice and action is as powerful as possible.

The Community Coordinator / Movement Facilitator will play a key role in growing and mobilising the movement, joining us to lay the foundations to build a movement powerful enough to radically transform the culture of engineering, ensuring a safe and just future for all.

In this role, your primary responsibilities will be to build and mobilise the movement. You will:

- Support the development and showcasing of individual and collective action, tracking and reporting on member commitment and actions.
- Collaborate with colleagues and members to build the movement and plan how to do it.
- Nurture the movement, facilitating and supporting member upskilling and collaboration.
- Lead the development of member networking and collaboration groups e.g. regional groups.
- Coordinate events for members and professionals, such as panel discussions and training.
- Coordinate and strengthen the member voice to influence policy, industry, and the direction of Engineers Without Borders UK.

As part of a small effective team, you will also be expected to contribute and provide support to others in the overall improvement of the organisation. This is a great opportunity to develop broader skills and experience as part of your professional growth as well as being part of a supportive, dependable team.

Person Specification

To ensure you're the right person for the role and can achieve success for yourself and Engineers Without Borders UK, we think that the following skills, expertise, and attitudes are essential for the role of Community Coordinator / Movement Facilitator:

- Passionate about making a positive difference to people's lives and the planet, and you see how engineering has a role in this.
- 'Can do' attitude, highly organised and a self-starter.
- Experience of movement/community organising and building.
- Understanding of the way movements grow, shift power, and create change.

- Experience of building and managing multiple relationships and coordinating people to deliver activities and/or navigate events.
- Excellent communication skills, including facilitating and presenting to groups of people.
- Excellent interpersonal skills with ability to engage different audiences by identifying what they are interested in and matching that with how they can support our work using an innovative and creative approach.
- The ability to work as part of a team and on your own initiative.
- Experience of organising in-person or virtual events
- Experience of managing multiple tasks simultaneously, delivering work to a high standard.
- Ability to quickly pick up and use new digital systems/software.
- Commitment to the organisation’s purpose and values.

And if we were putting together our ultimate wish list, we’d also include the following. But these can be learnt on the job so we’re highlighting them as desirable and/or your development opportunities with us:

- Exposure to and a good understanding of the engineering industry, including working with those within it.
- Knowledge of engineering and technology and how it impacts on human development, either through educational qualifications and/or through own study and interest.
- Experience of working in an organisation with a decentralised structure.
- Experience of managing volunteers.
- Experience in building and maintaining logistical processes to increase efficiency.
- Volunteering experience yourself.

Specific knowledge and experience of GSuite, Microsoft Office, mail management systems (Zendesk) and Mac OS would be an advantage upon appointment, but we can teach you how to use these.

Our team

We believe that the performance of our team is dependent on a diverse group of people coming together under a common purpose with shared values and principles. The following behaviours are expected of everyone, including our Community Coordinator / Movement Facilitator:

<p>Passionate about our purpose Is driven by deep feelings and motivations but recognises the bigger picture and is not self-righteous or judgmental of others.</p>	<p>Inquisitive Is willing to learn and contribute with a curious mind and constructive thoughts and feedback.</p>
<p>Creative Able to bring new ideas and approaches and has an opportunity driven mindset whilst recognising the importance of focus and clear direction.</p>	<p>Professional Acts with integrity, recognising role as an ambassador for Engineers Without Borders UK. Well organised, punctual and self-motivated, delivering work to a high standard.</p>
<p>Team Player</p>	<p>Open and inclusive</p>

Caring and supportive of others, keen to nurture the growth of others whilst maintaining awareness of self and personal development.	Open to the ideas and suggestions of others. Willing to encourage the insight of others and invite challenge to your own thinking.
Respectful Aware of diversity and respectful of different opinions, always assuming positive intent and working with others to find common direction. Able to follow and respect decisions, as well as make decisions that are respectful of others.	Dependable Trustworthy and genuine, reliable and self-disciplined, doesn't over-commit or set unrealistic expectations, is sure to communicate challenges so that they can be dealt with in a timely manner.

Working for Engineers Without Borders UK

We know our staff are driven by our cause, but we also know that to attract and retain the very best talent and maintain a high performing environment, our culture, working practices and your employment package are important.

Our culture

We value a positive working environment for everyone on our team. You can expect support throughout your employment with us including an induction, regular feedback, appraisals, weekly team meetings and peer nominated recognitions.

Working time, place of work and travel

We value what you deliver so your performance in this role will be judged on results. However, this is a full time position with a commitment of 37.5 hours per week. We operate flexible working hours around a core hours expectation of 10am - 4pm Monday to Friday when you're not out and about supporting the movement. This core hours expectation ensures we can work together effectively as a team as well as enabling us to be supportive of any personal commitments you may have outside of work. At the current time, due to the coronavirus pandemic, our team is working from home in line with Government recommendations. We are planning a phased return to the office in London and all staff are expected to return to office working when appropriate, in line with our safe working guidelines and when they are comfortable to do so. We will trial a blended working approach for three months once restrictions are lifted, with a minimum expectation of 25% of your time in the office. The success of this will inform the future working environment.

There will likely be some evening and weekend work, and travel within the UK with some nights away from home. In recognition of this, we operate a Time Off In Lieu (TOIL) system for 'Out of Hours' work to help you keep a work-life balance.

Your employment package

We are committed to ensuring that our salary and benefits are in line with the standards of our sector to ensure that we remain competitive. For the Community Coordinator / Movement Facilitator:

- The starting salary is £26,000-28,000, depending on your experience. This is an 18 month, full time contract.
- You will have access to our workplace pension scheme that is compliant with new auto-enrolment legislation and is also enhanced: we will match contributions of up to 5% of salary.

- You will have 24 days annual leave plus public holidays plus the period 27-31 December.
- You will be able to take up to two days additional leave per year to volunteer for other charitable causes.
- You will have access to a Staff Development Scheme in support of continued professional development towards membership of a professional body relevant to your role.
- You will have access to our Employee Assistance Programme; for confidential 24/7 support from an experienced therapist or advisor and through our online health portal.
- We offer enhanced parental leave and sick pay and you can also join a Bike to Work scheme.

Diversity, inclusion and equity

Engineers Without Borders UK is guided by a [set of principles](#) that we believe will help ensure that all viewpoints and knowledge are heard, included and respected.

We want to make the recruitment process as inclusive and accessible as we can. We have tried but we know that there might be more that we can do, particularly for those who have experienced exclusion, disadvantage or discrimination, or if you have particular accessibility needs. We would be happy to provide any further support that you may require - please get in touch with us via hr@ewb-uk.org and we can think together about how to make this process easier for you.

We especially encourage applications from people of colour, LGBTQ+ people (we are a trans-inclusive organisation), people with disabilities, and people who have experienced other exclusion or marginalisation.

To apply

We know that applying for a job is a two-way process – you will want to find out about us as an organisation just as much as we want to find out about the skills, knowledge and abilities that you could bring to Engineers Without Borders UK. If you have any questions or would like to discuss the role and organisation before you submit your application please contact Jenny Munday (Head of Sustainable Growth) on jenny.munday@ewb-uk.org.

To apply please send a CV (two pages maximum) and a covering letter (up to two pages) to jenny.munday@ewb-uk.org with the job title in the subject line. Please outline clearly in your covering letter:

- Your reasons for wanting to join the team at Engineers Without Borders UK
- How you meet the role description and person specification
- Your availability to be interviewed during the weeks commencing 26 July, 2 August and 9 August (virtually)
- Your eligibility to work in the UK
- Where you saw the role advertised

The deadline for applications is midnight (BST) Sunday 1 August 2021, however, we will be reviewing and progressing with shortlisted candidates from when an application is received. This is a rolling recruitment process so please apply early to avoid disappointment.

We expect to carry out all first interviews during weeks commencing 26 July, 2 August and 9 August.

Recruitment information

- We receive high volumes of applications for all roles so, to keep administrative costs to a minimum, we will only contact short listed candidates.
- Engineers Without Borders UK has a legal responsibility to ensure that all its employees have the right to live and work in the UK. An offer of employment will be subject to the organisation verifying that you are eligible to work in the UK.
- Engineers Without Borders UK is committed to selecting candidates for employment based on aptitude and ability, irrespective of gender, race, ethnic origin, disability, nationality, sexuality, religion or belief, marital status or social class.
- Please refer to our [Privacy Policy](#) for details of why and how we collect and store your data.