

## **Job Description**

### **Job title: Offshore Film Impact Coordinator**

#### **About the role**

We are looking to contract someone to support our impact campaign for independent documentary *Offshore*.

**Job purpose:** To work with community and climate groups to promote and arrange screenings of the independent documentary *Offshore*.

**Hours:** 2.5 dpw for five months (hours per week will vary depending on work plan and timeline you develop)

**Salary:** Freelance Consultant, £250 per day

**Location:** the UK

Being based in North-East England or Scotland is an advantage but not essential. If you wish you could base yourself in our London or Bristol office or work remotely.

**Responsible to:** Platform's Just Transition Campaigner

#### **Platform**

Platform works towards a just future beyond fossil fuels, by uplifting marginalised voices, building energy and food democracy, and working toward a just transition. Platform brings together researchers, organisers, educators, environmentalists, artists, and community activists.

For over three decades Platform has led the way developing policies and practices which are effective, caring, just and democratic - such as our social justice waging system and ground-breaking parental leave policy.

Platform's goals for the next five years are:

1. Resource impacted communities and workers to build and shape a just transition.
2. Enable communities and workers to create and participate more fully in new and existing democratic spaces and processes.
3. Develop energy and food alternatives that transform local economies so they work for everyone.
4. Foster ways of working that centre compassion, care and liberation.
5. Collectively create and implement an internal structure that holds us accountable to our principles as a flat structured organisation and meets our capacity needs.

#### **What we are looking for:**

Platform needs an organised and enthusiastic Impact Coordinator to help arrange screenings for the documentary [Offshore](#). This is ultimately a project managing role, where the Coordinator

will plan screenings, liaise with groups across the UK, promote the film and potentially facilitate discussions with participants at screenings.

The film follows three North Sea Oil and Gas workers, exploring their hopes and fears for the coming energy transition. Offshore is a powerful tool for putting worker demands at the centre of the climate movement. The documentary by independent filmmaker Hazel Flack was chosen by the Documentary Society's Climate Story Fund for impact funding. Your role is to help us deliver the impact campaign.

You will be responsible for supporting two of our key audiences – community and climate activists and eNGOs. You will promote Offshore among these groups, respond to requests to host screenings and work with community groups to ensure screenings are successful. You will also be involved in discussions that shape the next stages of our impact campaign as we strategize about how the film can support our campaign work and plan for a general public release.

We are looking for someone who is reliable, friendly, organised and genuinely excited about the potential impact Offshore. Please cite examples from outside of formal employment if they are most relevant.

#### **How we work:**

- **Trustees** - as a charity we have a board of Trustees who are supportive and legally responsible for the organisation.
- **Management group** - we do not have a Director instead we have a rotating sub group of staff who have oversight of the running of the organisation to ensure that HR, finance, fundraising and strategy are carried out properly and that the projects deliver on their promised outputs.
- **Core staff** - the staff are split between project workers and core staff. Currently there are 4 core staff (Finance, HR, Organisational Development and Operations, and Communications Managers).
- **Projects** - We currently have 11 project staff who run 7 projects. This is sometimes supplemented by fixed-term or contracted staff.

#### **Responsibilities**

##### **Promotion**

- Create promotional materials –including for twitter, email, websites, facebook, instagram etc
- Develop a promotion strategy to target campaign and climate groups
- Coordinate a promotional campaign for Offshore using a range of digital platforms

##### **Support for Climate Activists and eNGO audiences**

- Respond to requests from Climate groups to host screenings
- Co-ordinate the creation of accompanying resources to support post-screening discussions
- Attend and facilitate post-screening discussions where appropriate re travel and timing
- Collate information on screenings which have taken place

### **Support for Community Group audiences**

- Develop a community screening strategy with support from the North Sea Communities Lead
- Contact community groups to let them know screenings are possible
- Working with community groups to organise screenings – helping with venue hire, thinking through the shape of the event, etc.
- Co-ordinate the creation of accompanying resources to support post-screening discussions
- Arrange speakers for post-screening discussions where appropriate
- Attend and facilitate post-screening discussions where appropriate
- Collate information on screenings and develop creative ways to document events and content coming out of community discussions

### **Strategy**

- Attend Offshore Impact Campaign strategy meetings with the North Sea Just Transition Team and Hazel Flack, the filmmaker
- Input ideas and thoughts on strategy

### **Person specification**

We expect the applicant to meet most of the essentials listed here, and some of the desirable. (But nobody meets everything!). A university degree is NOT a requirement. Experience can be in a paid or unpaid context. We will use both the application form and the interview process to assess this set of experience or skills.

### **Essential experience or skills**

- Experience of event organisation and promotion for a range of different audiences
- Knowledge of what makes a successful event
- Experience of working with community groups
- Experience of using social media to represent or promote an event, campaign or organisation
- Experience of working with or general knowledge of climate activists and eNGOs
- Very organised with strong time-management skills
- Ability to work with others in a horizontal structure and to assist in achieving goals and outputs.
- Strong understanding of climate justice and just transition

### **'Desirable' experience or skills**

- Experience of facilitating or chairing different types of events
- Experience of film promotion
- Ability to create project strategies
- Strong understanding of anti-oppression

- Ability to generate viral social media content (e.g: campaign videos or tweets)

### **How to apply:**

### **Application Deadline:**

Please submit your application by **5:00pm on Monday 15th August**. We are aiming to conduct interviews on **Monday 29<sup>th</sup> August**.

### **Please send us:**

1. Your CV
2. A written statement that is no more than two sides of A4 saying how you fit the person spec. Please give specific examples where possible. Please include where you saw the job advertised.
3. A filled out [Equal Opportunities form](#). These are used for our own monitoring purposes so we can improve our recruitment process to make it more accessible and inclusive. The information will not be used for selection purposes except for the positive action described below.

**Email your application to [gabrielle@platformlondon.org](mailto:gabrielle@platformlondon.org) by 5:00pm on Monday 15th August 2022. Please use the subject heading: 'Offshore Impact Coordinator'**

**Due to limited capacity we are unable to reply to applicants who have not been invited for an interview.**

### **Equal opportunities / Decolonising our work**

Platform strives to apply equal opportunities principles both in its recruitment and in its work. The successful candidate will be selected purely on the basis of how well they fit the person specification, as judged by their application materials and their interview performance.

We would particularly like to encourage applications from people of colour / Black and Minority Ethnic (BME) people, people with disabilities and/or people who identify as working-class/ from low-income backgrounds or who have done so in the past. This is because these groups are currently underrepresented in Platform. Where two or more candidates are judged to be of equal merit, priority may be given to a candidate who belongs to a less well represented group.

Due to the ridiculous and racist border restrictions in the UK, Platform is unfortunately unable to arrange work permits for applicants without UK leave to remain.

**Let us know if there's any reasonable adjustments you'd like us to make in the application and interview process in view of a disability or health issue.**

**If you would like to discuss the role or the application process informally, contact us at [gabrielle@platformlondon.org](mailto:gabrielle@platformlondon.org).** If you're unsure about something in the person specs, please do get in touch.

**Terms & conditions:**

**Freelance Role:** Offshore Coordinator

**Terms:** Freelance consultant. Five month contract with flexible working hours, although hours should total 55 days (2.5dpw for 22 weeks) by the end of the contract.

Either party may terminate this agreement **with one month's written notice** to the other party. In the event of termination, you will be compensated for services rendered up to the date of termination.