



**Role:** Forest of Dean Climate Action Partnership (FODCAP) Coordinator

**Salary:** £36-40k (Full Time Equivalent) per annum.

**Contracted Hours:** Up to full-time (37.5hrs per week). Exact hours are flexible. Job share will be considered.

**Contract Term:** 2-year fixed term contract with potential to evolve.

**Annual Leave:** 25 days pro-rata plus public holidays, rising by 1 day per year up to a maximum of 30 days pro rata plus public holidays

**Location:** Hybrid - Minimum 2 days per week in the Forest of Dean District, plus remote working. We are flexible with the role and are focused on finding the right person. We're happy to shape the working hours around needs, let's discuss what would work best for you.

**Responsible to:** FODCAP Steering Group / FVAF Programme Manager

**Role employed by:** Forest Voluntary Action Forum

**Role funded by:** Thirty Percy Foundation

### **About FODCAP**

FODCAP is a growing partnership of local communities, businesses, and organisations who want urgent and fair climate action. We work together to build a net-zero and climate-resilient Forest of Dean District.

FODCAP aims to connect, inspire and enable groups and organisations to take effective action on climate change. We do this by:

1. Supporting groups, businesses and organisation within the Forest of Dean to work together.
2. Connecting actors at different levels so information, contacts, and knowledge enable effective climate action.
3. Connecting those working on climate within the Forest of Dean with learnings, networks, and decision-makers outside the District.
4. Involving a greater diversity of people, partners, and groups in climate work, including those not currently active on climate issues.

FODCAP is governed by a steering group of representatives from the partnership.

### **About FVAF**

FVAF will be the HR host for the FODCAP Coordinator.

Forest Voluntary Action Forum is a support and development agency for voluntary activity and community action in the Forest of Dean. We provide assistance to many of the hundreds of voluntary and community groups in the district, who in turn are better able to deliver their work in the local community. Much of our support is in the form of advice, guidance, and information as well as a range of formal training provision and support for volunteering. As well as this 'core work', we run a number of projects with and for the benefit of local communities.

We strongly believe that through community-led approaches, we enable citizens to develop the skills, resiliency, and social capital to live more cohesively with one another, the result of which leads to greater empowerment both individually and collectively in meeting health, well-being, and social needs.

### **About the Role**

The Forest of Dean Climate Action Partnership ([FODCAP](#)) is seeking a dedicated and strategic coordinator to take the partnership to the next level. This role requires extensive knowledge of the Forest of Dean District, a deep understanding of climate change in relation to communities, and strong coordination and advocacy skills. As the FODCAP Coordinator, you will oversee and develop the partnership's work, ensuring collaboration across key thematic areas identified for 2025: **Youth & Climate, Travel, Food & Farming, and Energy.**

While there will be some support from dedicated freelancers and funded roles in most focus areas, we are particularly seeking expertise in **energy** to strengthen this work. This role is pivotal in holding the different strands together, driving advocacy, coordinating workstreams, and developing the partnership as a whole.

### **Key Responsibilities**

- **Leadership & Coordination:**
  - Provide strategic oversight, ensuring cohesion across FODCAP's workstreams and thematic areas.
  - Serve as the primary contact for FODCAP, representing the partnership in advocacy and stakeholder engagement.
  - Ensure that the steering group is kept up to date on the day-to-day work of the partnership and is brought in for key strategic decision-making.

- **Partnership & Network Building:**
  - Build and maintain relationships with local organisations, policymakers, and community stakeholders.
  - Facilitate collaboration between workstream leads and freelancers to align efforts and share knowledge.
  - Ensure FODCAP acts as a bridge between grassroots climate action and policy advocacy at the local and regional levels.
- **Strategic Development:**
  - Strengthen and expand FODCAP as a leader in climate coordination across the Forest of Dean.
  - Identify funding opportunities and develop proposals to support the partnership's long-term sustainability.
  - Work with the steering group to develop a cohesive membership plan for the future of the Partnership.
  - Support the development and implementation of action plans for each thematic area.
- **Advocacy & Communications:**
  - Develop and lead FODCAP's advocacy work, influencing local and regional climate policies.
  - Aim to develop a communications plan (seek funding to enable) to share FODCAP's impact, stories, and progress with the wider community.

## **Skills, Knowledge & Experience**

### **Essential:**

- Extensive knowledge of the Forest of Dean, including its communities, environmental challenges, and opportunities.
- Strong understanding of climate change policy, particularly in **energy systems and decarbonisation**.
- Proven experience in **partnership development, stakeholder engagement, and advocacy**.
- Strategic thinking and the ability to oversee complex projects with multiple stakeholders.
- Excellent project management and coordination skills.
- Strong facilitation skills and experience in holding collaborative spaces and working with a wide diversity of people and partners.
- Ability to work independently, manage competing priorities, and drive forward action.
- Strong written and verbal communication skills.

### **Desirable:**

- Experience working in the voluntary, public, or environmental sectors.
- Understanding of community-led climate action and grassroots organising.
- Fundraising and grant-writing experience.

**Don't meet every single requirement?** We'd still love to hear from you. We're passionate about building a diverse and inclusive workplace, and we encourage you to apply even if your experience doesn't perfectly match the job description.

### **Why Join Us?**

This is not just a job, it is an opportunity to drive real climate action and build a sustainable future for the Forest of Dean District. If you are passionate about making a lasting impact, we would love to hear from you.

### **How to Apply:**

We welcome applications from individuals from diverse backgrounds and experiences. To apply, please send a short covering letter, no more than two pages, outlining why this role excites you, along with your CV to [info@fodcap.org](mailto:info@fodcap.org) with the subject "FODCAP Coordinator Application."

### **Application Process:**

- Application deadline: **11:59pm on Weds 30th May**
- Interviews: **9 & 12th June 2025**
- If you have any questions or would like to discuss the role more, we can arrange an informal chat. Please e-mail [info@fodcap.org](mailto:info@fodcap.org) to arrange a time.

### **Additional Information:**

FVAF is committed to safeguarding and promoting the welfare of children, young people, and adults with care and support needs. FVAF expects all staff and volunteers to share this commitment. For this reason, the successful candidate will be subject to robust recruitment and selection processes, including an enhanced DBS check and satisfactory references.