**Surrey Climate Commission:
Role Descriptor for Volunteer Director to lead on Engagement**

Surrey Climate Commission is seeking a new Director to lead on the development and implementation of engagement, with the aim of increasing the reach and influence of the Commission. As a Director, you will also contribute to the overall direction of the organisation.

This is an exciting opportunity for someone with a background in engagement who is passionate about building a more sustainable future.

**Key Responsibilities**

* Provide strategic input and guidance to support aims of Surrey Climate Commission.
* Develop a comprehensive engagement strategy aligned with the Commission’s aims.
* Build and maintain strong relationships with community groups.
* Ensure that external communications deliver clear, consistent, and accessible messaging.
* Work collaboratively with other Directors, the operational team, and volunteers.
* Develop and support the creation of newsletters and reports.
* Create and support curation of content for the Commission’s website.

**Person Specification**

***Essential:***

* Proven experience in community engagement, partnership development, and/or stakeholder relations.
* Strong communication and interpersonal skills.
* Strategic thinking and ability to contribute to high-level planning and decision-making.
* Integrity, independence, and a commitment to the aims of Surrey Climate Commission.

***Desirable:***

* Experience with CICs, charities, or other non-profit organisations.
* Familiarity with digital engagement tools and platforms.

**Time Commitment**

Board meetings are generally held monthly, with occasional additional meetings as needed. Meetings are a mixture of in-person and remote. The estimated time commitment is 12-15 hours/month.

**How to Apply**

To express your interest, please send a CV and a short statement outlining your relevant experience and why you’re passionate about joining Surrey Climate Commission, to Richard Essex (richard@surreyclimate.org.uk).