

GROUNDWORK

CHANGING PLACES CHANGING LIVES



Climate Action Lead

Job Description & Person Specification

SALARY
£28,000

DURATION OF THE POST
2 years initially

BUSINESS UNIT
Sustainable Communities

LOCATION
Trafford Ecology Park

ACCOUNTABLE TO
Head of Communities

RESPONSIBLE FOR
Volunteers and student placements.

OVERVIEW OF THE POST

Groundwork is a federation of charities mobilising practical community action on poverty and the environment across the UK. In Greater Manchester, our vision is of a greener, more resilient City Region with stronger, healthier communities, responsible businesses and enhanced prospects for all local people. We work across Greater Manchester and surroundings districts helping communities find practical solutions to the challenges they face. We provide training and create jobs, reduce energy and waste, reconnect people with nature, build bridges within communities and transform whole neighbourhoods.

Over recent years, we have delivered environmental youth leadership and social action programmes, community-led climate and nature programmes and worked with businesses to reduce their carbon impact and be more efficient and resilient. We believe that the time is right to take our work to the next level so have created a new post of Climate Action Lead. The successful candidate will be passionate about the environment, sustainability and inspiring people to be part of the solution to climate change.

This post is part funded by Young Manchester.

ROLE & MAIN PURPOSES OF THE POST

- To champion climate change activism internally across the Trust and externally in networks and partnerships, sharing learning and drawing on international best practice.
- To be responsible for the successful delivery and reporting of Groundwork GM's outcomes as part of the Young Manchester's strategic leadership and sector co-ordination programme.
- To further position Groundwork GM as the trusted provider of community and youth activism in responding to climate change, including carbon reduction and the importance of green and blue infrastructure in mitigating the impact.

MAIN DUTIES & RESPONSIBILITIES

1. Build the capacity of the Trust to strengthen and embed its work around climate change by:
 - Providing a climate specialist role across all programmes in development and delivery, offering advice, support and mentoring;
 - Providing and signposting to formal and informal training and peer learning opportunities;
 - Developing and signposting to tools and on-line resources;
 - Sharing local, national and international best practice;
 - Working with the Sales and Marketing Manager, sharing learning from our activities cross the Trust and wider when appropriate;
 - Collating and presenting performance and impact data as required by the Trust, individual funders and commissioners;
 - Representing Groundwork at relevant external networks, partnerships and events, staying abreast of strategic priorities and developments;
 - Support the Head of Communities and Operations and Development Director to build wider collaborations for strategic influence and to pursue business development opportunities.

2. Build the capacity of the youth and play sector in Manchester by:
 - Working with providers to build face-to-face and digital networks;
 - Organising training and practice development opportunities and delivering them where appropriate;
 - Working with Groundwork's youth team, develop and deliver an advanced climate action programme to support young people to progress to citywide action and influence.
 - Establish and manage a climate action innovation fund for young people to access in support of their activity;
 - Support the Head of Communities and Operations and Development Director to build wider collaborations for strategic influence and to pursue business development opportunities.

3. General requirements:
 - Protecting the Trust's values by keeping information confidential and ensuring all personal data for which you are responsible within the business is held in accordance with GDPR;
 - Meeting Health and Safety requirements;
 - Complying with Equal Opportunities legislation and requirements;
 - Carrying out of other duties which are broadly consistent with the job description and level of the post as required.

PERSON SPECIFICATION

ESSENTIAL EXPERIENCE

- Delivering environmental / sustainability projects which engage and empower the community, including young people;
- Co-designing and facilitating peer learning activities;
- Completing monitoring and reporting activities for both internal and external audiences;
- Building and maintaining networks and partnerships, engaging with new and existing partners.

DESIRABLE EXPERIENCE

- Developing on-line resources;
- Recruiting and managing volunteers.

ESSENTIAL KNOWLEDGE, SKILLS & QUALIFICATIONS

- Good knowledge of current environmental and sustainability issues and of global, national and local structures and sources of information;
- Excellent project management skills;
- Mentoring and motivational skills;
- Exceptional drive with ability to motivate self and others and foster good working relationships both internally and externally;
- Excellent communication skills, including writing and presenting succinct summaries of complex data and information for diverse audiences;
- An enthusiasm and commitment to further develop knowledge in the field of sustainability.

DESIRABLE KNOWLEDGE SKILLS & QUALIFICATIONS

- Qualification in environment and/or sustainability fields.

VALUES AND ETHOS

- A genuine passion for Groundwork's mission and values;
- A commitment to the delivery of high quality services.

ADDITIONAL FACTORS

- Willingness to work evenings and / or weekends on an occasional basis (within a flexi time system)
- Driving licence and access to car preferred
- This role may be subject to a Disclosure and Barring Service (DBS) check.

Date Prepared: 09/03/2020

Prepared By: Michaela Howell, Head of Communities

TO APPLY

Please submit a CV and covering letter, outlining what motivates you to apply for this job and the key skills and experience you bring, to greatermanchester@groundwork.org.uk by 9am Monday 6th April 2020.

We also request that you complete our Equal Opportunities Form however please note that completion of this form is voluntary. Any information collected is used only for the purposes of monitoring the implementation of our Equality and Diversity policy and procedures during recruitment and selection. The information is not used in any way to inform the shortlisting process. Data is held securely and is not provided to any member of the selection panel.

For further information about the post please contact Michaela Howell, Head of Communities: 0161 220 1000 / Michaela.howell@groundwork.org.uk