

GROUNDWORK

CHANGING PLACES
CHANGING LIVES



JOB DESCRIPTION

JOB TITLE:	Low Carbon Officer
REPORTS TO:	Programme Manager North of the Region
RESPONSIBLE FOR:	No staff management. Potential for volunteers and placement support
LOCATION:	Sunderland
SALARY:	£27,297 - £30,721 per annum
HOURS:	Full Time - 37 hours per week
CONTRACT TYPE:	Fixed term: 12- possible extension dependent on funding

JOB SUMMARY

Working as part of Groundwork's Land and Communities Team, alongside Sunderland City Council's Low Carbon Team, the post holder will support the Council and its partners in the delivery of the city-wide Sunderland Low Carbon Framework and the Council's Low Carbon Action Plan.

Key elements of the role will include identifying and advising the Council and partners on carbon reduction opportunities such as carbon offsetting, flood mitigation and carbon sequestration. The post holder will also assist the Council in delivering practical improvements to the natural environment such as greenspace enhancements, woodland planting schemes and ecological improvements. Experienced in community engagement, your skills will be used on key initiatives to stimulate low carbon awareness, improved health opportunities and local ownership.

The post holder will work closely with the Local Authority, Groundwork, key partners and community groups, enabling them to deliver their strategic carbon reduction objectives. The post holder will support the development, delivery and evaluation of a diverse range of carbon reduction initiatives in a busy internal and external environment, ensuring deadlines are met whilst maintaining quality.

This role is subject to an Enhanced Disclosure endorsed by the Disclosure and Barring Service.

KEY TASKS

Key Area: Project Development

- Working alongside the Council's Low Carbon Team the post will support Groundwork, the Council and partners to develop and deliver carbon reduction initiatives that will help meet the strategic aims of partners and deliver the objectives of the Sunderland Low Carbon Framework and Action Plan
- Using your low carbon knowledge you will advise on opportunities for carbon reduction and sequestration across Sunderland.
- Using your knowledge of low carbon initiatives and international best practice you will grow awareness of the benefits of a low carbon future for the City
- Develop opportunities for practical carbon reduction projects across the City Council Area with a particular focus on the city's greenspaces
- Develop and maintain effective working relationships with Groundwork, Sunderland City Council and appropriate key strategic partners.
 - Lead on the development of project evaluation and measurement techniques to quantify carbon reduction outputs and outcomes, working with the Council's Low Carbon Intelligence & Performance Officer and others to enable a consistent approach as appropriate.
- Work with partners to develop funding applications which address low carbon development priorities.
- Support the marketing and promotion of low carbon Sunderland.
- Report on progress to key partners where appropriate.
- Ensure the application of quality management systems and standards across all work

Key Area: Project Delivery

- To work with Groundwork, the Council's Low Carbon Team, partners and community groups to deliver priority low carbon initiatives that support the delivery of the Council's Low Carbon Action Plan.
- To manage and support specific greenspace projects, which support the Council's Low Carbon Action Plan, as identified by Groundwork and Sunderland City Council.
- To develop effective and sustainable relationships with local community groups which engender ownership and maintenance of parks and greenspaces
- To provide low carbon community engagement advice and support to help deliver the Council's Low Carbon Action Plan.
- To work with the City Council and Groundwork's Business Development Team to assist in securing resources to fund low carbon project opportunities.
- To contribute proactively to inter-disciplinary working and project delivery.
- To represent Groundwork and the Council as required both internally and externally.
- To evaluate all project delivery and quantify its contribution to carbon reduction in Sunderland

Additional responsibilities

- To comply with all organisational policy, procedures and systems.
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children, young people and vulnerable adults and to report any concerns in accordance with the organisation's safeguarding policies
- To be able to work outside normal office hours.
- To undertake any other duties commensurate with the level of the post.