

JOB DESCRIPTION

JOB TITLE	Climate Action Manager
SALARY	£30,000 Pro Rata (actual salary £24325)
REPORTS TO	Chief Executive
LOCATION	South Tyneside
TERMS & CONDITIONS	30hrs per week including weekends & evenings where required.
DURATION	2 years with potential for permanent
RESPONSIBLE FOR	Programme Lead Better Places / Circular Economy

JOB SUMMARY

Groundwork South and North Tyneside has been Changing Places and Changing Lives for over 30 years through a variety of environmental, learning, health and skills programmes. We are a fast paced and diverse charity with an excellent track record in partnership working and high quality delivery.

As an environmental charity Groundwork has set an ambitious target to be carbon zero in operations by 2030. The successful candidate will be passionate about the environment, sustainability and inspiring people to be part of the solution to climate change. The successful post holder will be a motivated, experienced and dynamic individual with sound business acumen to further develop our work around Climate Action, driving consumerism behaviour change to promote a circular economy.

This role is part funded by The National Lottery. Working as part of the Better Places Team, the post holder will manage a delivery team in South Tyneside with specific responsibility for operations of environmental services. This includes the Groundwork Shop, developing a strategic partnership to remodel bulky waste collections services, engaging local residents and communities in Climate Action and green space improvement projects.

The post holder will also drive forward our Carbon Action plan, delivered jointly in partnership with Groundwork North East and Cumbria. Key elements of the role will include identifying and advising on carbon reduction opportunities such as adaptation of operations, carbon offsetting and carbon sequestration, whilst evaluating the success of measures implemented against our carbon baseline.

The role will encompass five key areas:

1. Project Development and Delivery
2. Staff Management
3. Relationship & Partnership Management
4. Strategic Operational & Financial Performance Management

5. Reporting

KEY RESULT AREAS

Project Development and Delivery

- To remodel South Tyneside's bulky waste collections service in partnership with South Tyneside Council, promoting a circular economy and challenging consumerism behaviours.
- Lead on the development of project evaluation and measurement techniques to quantify carbon reduction outputs and outcomes, working with partners and others to enable a consistent approach as appropriate.
- To drive forward green space improvement programmes, considering quality and access for the local communities through connectivity and green infrastructure working closely with our communities team.
- To support the marketing and promotion of Sustainable South Tyneside and carbon action in communities.
- To work with marketing support to develop and implement a relevant strategy including PR, digital mediums, case studies and marketing materials.
- To advise on opportunities for carbon reduction and sequestration across operations of South and North Tyneside and North East and Cumbria Groundwork Trusts leading on development of the Carbon Action Plan.
- To champion climate change activism internally across the Trusts and externally in networks and partnerships, sharing learning and drawing on international best practice.
- To work with the climate action partnership and executive team to develop the annual business plan including project growth, development, quality & financial profiling.

Staff Management

- To provide a climate specialist role across all programmes in development and delivery, offering advice, support and mentoring.
- To effectively performance manage staff through formal systems (appraisals & one to ones) and day to day contact.
- To ensure effective communication between teams.
- To manage and oversee all activities in relation to HR processes and procedures.
- To work across the Groundwork Trust to support the delivery of our aims, objectives and vision engaging individuals and teams in our net zero journey
- To facilitate and support work placements and volunteer opportunities within the staff team
- To deliver elements of the Trust Training plan, within own area of expertise

Relationship & Partnership management

- To develop the climate action project steering group, engaging representation to include strategic partners and community voice.
- Facilitate collaborations and manage relationships with external partners, utilising Salesforce CRM.

Strategic Operational & Financial Performance Management

- As part of the senior management team this role will support the review of strategic direction and will support the development of new strategic priorities.
- Regular review of financial and performance information against Business Plan profiles
- To undertake monthly performance reviews of all relevant projects and implement necessary corrective action.

- Responsibility for project related Carbon Action Partnership Agreements Service Level Agreements and contracts.
- To support the development of external funding bids, with the Business & Funding Manager, peers and staff and relevant Partners, to enhance and develop the service
- To ensure timely and accurate data returns, to enable financial claims

Reporting

- To ensure accurate and timely completion of all reporting requirements to funders and contractors, including Local Authorities, Private Business, grant funders.
- To complete internal reporting requirements including HR, Finance, Quality Assurance Groups and performance outputs.
- Report on achievement of appropriate targets as agreed within the business plan.
- To present, as requested, to the Board of Trustees on progress, successes and future plans.

HEALTH & SAFETY

- To oversee the H&S Management of site activities in-line with Groundwork's Health & Safety Policies and Procedures to ensure staff, clients, volunteers and the general public are safe at all times
- To liaise with the Trust's H&S Lead and External Consultant on H&S matters relating to sites, activities and operating procedures

ADDITIONAL RESPONSIBILITIES

- The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.
- Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.
- The post holder is required to carry out the duties in accordance with the company's Equal Opportunities Policies.
- A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults, and reporting any concerns.
- To be aware of, and comply with, all measures to support our environmental standard ISO14001

PERSON SPECIFICATION

Climate Action Manager

	ESSENTIAL	DESIRABLE
Education/ Training/Qualifications	<ul style="list-style-type: none"> • GCSE A* - C or Grade 5 or above or equivalent in English and Maths • Qualification in environment and/or sustainability fields. 	<ul style="list-style-type: none"> • IOSH Managing Safely • Qualification Management / community development
Experience and Knowledge	<ul style="list-style-type: none"> • Good knowledge of current environmental and sustainability 	<ul style="list-style-type: none"> • Developing marketing campaigns

	<p>issues and of global, national and local structures and sources of information</p> <ul style="list-style-type: none"> • Delivering environmental / sustainability projects which engage and empower the community. • Exceptional drive with ability to motivate self and others and foster good working relationships both internally and externally; • 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. 	<ul style="list-style-type: none"> • Understanding of practical implementation of nature based solutions and land improvement projects. • Developing on-line resources • Recruiting and managing volunteers
Competencies	<ul style="list-style-type: none"> • Excellent project and financial management skills • Line management, mentoring and motivational skills • Excellent communication skills, including writing and presenting succinct summaries of complex data and information for diverse audiences; 	<ul style="list-style-type: none"> • Fundraising and bid writing
Values and Attitudes	<ul style="list-style-type: none"> • Team player with sound initiative • An enthusiasm and commitment to further develop knowledge in the field of sustainability • A genuine passion for Groundwork's mission and values • A commitment to the delivery of high quality services. 	
Additional Requirements	<ul style="list-style-type: none"> • Innovative and creative thinker / problem solver • A full driving license • Able to undertake some evening and weekend commitments. 	

PREPARED BY:	Alene Lee 08/12/21
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