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| GROUNDWORKGREATER MANCHESTER  |  |  |
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|  | **Climate Action Lead**  |  |
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| **SALARY** |
| Pay Grade D, £28,400 - £31,827.GGM operates a graded pay scheme which permits salary progression within grade subject to appropriate performance level. Our normal policy is to appoint at base of grade. |

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| **CONTRACT DETAILS** |
| Permanent contract, working 36 hours 40 mins per week, based at Groundwork offices in Trafford Park & Ashton-under-Lyne. We aim to support a healthy work-life balance. As such we operate a flexi-time system and part-time and flexible working options are available. We are happy to discuss preferred working arrangements with candidates within the parameters of the role requirements.  |

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| **ACCOUNTABLE TO**  |
| Strategic Lead – Youth & Communities |

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| **MANAGEMENT RESPONSIBILITIES** |
| Project leads and assistants as required. |

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| **OVERVIEW OF THE POST** |
| The Climate Action Lead co-ordinates the development and delivery of climate change and climate justice programmes across the organisation, including awareness raising, programmes of learning and community-based climate action. |
| **ROLE & MAIN PURPOSES OF THE POST** |
| **Delivery** * Lead the delivery of a range of climate change and climate justice projects, with a focus on targeting under-served or marginalised communities and those most at risk of adverse climate impacts, including:
* Community and school-based climate action projects;
* Climate awareness / action activities which form part of wider projects / programmes, eg retrofit, active travel;
* Groundwork GM’s Climate Learning Pathway which includes informal and formal learning and Carbon Literacy.
* Manage financial and other resources, ensuring that deliverables and quality standards are met and impact and outcome data is collected and used for learning and reporting.
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| **Business & Service Development*** Lead the development of new climate action projects, and the Climate Learning Pathway, collaborating with Programme Managers, other Groundwork Trusts and aligning with local and national contexts and stakeholder feedback.
* Manage existing and develop new external relationships with a view to sustain or develop new delivery.
* Curate and disseminate current climate action knowledge, best practice and policies to internal and external colleagues and communities.
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| **Financial & Resource Management** * Contribute to the development and implementation of sustainable project plans, identifying potential income-generating opportunities.
* Lead the development of medium-sized tenders and proposals, including design, writing, and pricing, and contribute to larger tenders and proposals.
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| **People Management & Development** * Line management of project staff.
* Provide carbon literacy training to staff across the organisation.
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| **Internal Management*** Embed policy and procedure within projects, using Groundwork GM’s project management process.
* Support the delivery of Groundwork GM’s Carbon Reduction plan.
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| **Person Specification** |
| **Essential Experience*** Demonstrable experience of delivering climate action projects which engage and empower the participants;
* Experience of building and maintaining networks and partnerships;
* Experience of managing projects, including budgets and people;
* Co-designing and facilitating programmes of learning.
 | **Desirable Experience*** Fund raising;
* Data analysis.
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| **Essential Knowledge, Skills and Qualifications*** Qualification in environment and/or sustainability fields;
* Confident knowledge of current sustainability issues and of global, national and local structures and sources of information;
* Ability to respond flexibly and with positivity to change.
 | **Desirable Knowledge, Skills and Qualifications*** Adult learning qualification;
* Influencing and motivational skills;
* Clean driving licence.
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| **Values and ethos:**Demonstrates practical understanding of Groundwork GM’s values and can describe how these might apply to the role and services.Passion for climate action and climate justice.Actively seeks learning and development. |

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| **ADDITIONAL FACTORS** |
| * Able to work outside of normal office hours within a flexi time / time off in lieu system.
* Comply with Groundwork GM’s policies and procedures including, but not exclusively, Equality, Diversity and Inclusion, Data Protection, Health and Safety, Safeguarding and Environment.
* This post will be subject to a basic DBS check.
* We offer a guaranteed interview to applicants with a disability and Armed Forces veterans who meet the essential criteria above.
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| **PREPARED BY:**  | Michaela Howell |
| **PREPARED ON:** | 28.10.24 |