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| GROUNDWORK  GREATER 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. |
| **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. |
| **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. |
| **People Management & Development**   * Line management of project staff. * Provide carbon literacy training to staff across the organisation. |
| **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. |
| **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. |
| **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 |