

Local Authorities Carbon Literacy Coordinator Application Form



The Carbon Literacy Project (CLP) is a celebrated multi-award winning, globally unique climate change project founded in Manchester. It is a registered charity (No 1156722) and is run on behalf of its trustees (The Carbon Literacy Trust) by founders Cooler Projects CIC. The CLP is based at Manchester Metropolitan University's Innospace. Carbon Literacy offers a unique and flexible framework for a day's worth of highly relevant climate change learning, and with large-scale take-up across the UK and Europe, over 30,000 learners have now been certified as Carbon Literate.

Carbon Literacy learning and certification covers the essentials of climate change, carbon footprints, how an individual can 'do their bit', and why it's relevant from an individual to organisational level. Carbon Literacy is aimed at three distinct audiences – those that live, those that work, and those that study. This allows The Project to capture all audiences in its aim to offer every citizen Carbon Literacy training.

Salary range and location:

- We welcome applications from candidates seeking either full-time or part-time work. (Minimum 2 full working days per week; 1 day = 7.5 hours).
- This is a freelance role, and as such, working hours are flexible. Our office is based in Manchester, and we offer the choice of office, hybrid, or completely remote working.
- Full time equivalent salary (dependent on experience): £21,500- £28,000

Role Description:

With a third of the UK's carbon emissions directly influenced by Local Authority practice, policy or partnerships, Local Authorities have an essential role to play in the UK's decarbonisation. For this reason, we co-created the Carbon Literacy Toolkit for Local Authorities. The Carbon Literacy Toolkit for Local Authorities embeds climate action at all levels in councils; enabling cross-departmental knowledge building, collaboration and empowerment to achieve net zero targets.

The role of the Local Authorities Coordinator is to maximise the take up and implementation of Carbon Literacy throughout the sector, resulting in the reduction of carbon emissions, both directly by Local Authorities and as a consequence of their leadership and influence. Your role within the Sector Toolkit team will involve the dissemination and development of current and future Toolkits. Our aim is for every UK Local Authority to become Carbon Literate.

Responsibilities and Duties:

CL: Carbon Literacy

LA: Local Authority

PST: Public Sector Toolkit

- To help, directly advise and support LAs in rolling out CL. The role will involve proactively dealing with leads and enquiries from interested LAs and partner organisations.
- To build momentum in the sector through creating newsletters, case studies and testimonial content.
- To advocate for CL via online and physical events with LAs and partners, and to initiate interest where it is not already present.
- To set up and support existing partnerships with organisations working with UK LAs which act as advocacy and training networks, and to support and grow these networks.
- To update pre-existing Toolkits.
- To create more specialist CL courses in conjunction with LAs and partners.
- To build on the success of CL in UK LAs through extending the international reach of CL in LAs outside of the UK.

Skills and Experience

Essential

- Strong organisational and administrative skills
- Clear communicator with good presentation skills
- The ability to work well as part of a small team to achieve shared outcomes

Desirable

- Certified as Carbon Literate
- Experience volunteering or working with a charity, particularly in the field of sustainability
- Experience working in or with Local Authorities
- Familiarity with these (or comparable) platforms: Salesforce, Slack, Microsoft Suite
- Good data and analytical skills

Person Specification

- Comfortable working in a dynamic start-up environment where work is varied, fast paced, and hugely rewarding
- Ability to work autonomously, as part of a team and as a collaborator
- Used to juggling multiple tasks

- Passionate about the role that Local Authorities can play in creating the low carbon future that can benefit the sector and wider society
- Passionate about mitigating the climate crisis

The Carbon Literacy Project is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of flexible working arrangements to support people from different backgrounds. We particularly encourage applications from individuals who are Black, Asian, or an ethnic minority in the UK, as well as those from working class backgrounds, and those with disability, who are currently under-represented within The Carbon Literacy Project and the wider environmental sector.

Application process

Please apply using the form [here](#). There is a section to attach a CV. Please don't attach a cover letter as this information is covered within the form. The deadline to apply for this role is 27th May 2022.

If you have any additional questions, please email careers@carbonliteracy.com.

All information will be treated in strictest confidence and used only within The Carbon Literacy Project and its associated projects. Information will be stored electronically. No information will be passed on or contact made with any third party without your permission.