

The Carbon Literacy Project

Carbon Literacy
Project

Sector Toolkit Team Volunteer details



The Carbon Literacy Project (CLP) is a celebrated multi-award winning, globally unique climate change project founded in Manchester. 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 45,000 learners have now been certified as Carbon Literate. Carbon Literacy learning and certification covers the essentials of climate change, carbon footprints, how individuals can 'do their bit', and why it's relevant from an individual to organisational level. This allows The Project to capture all audiences in its aim to offer every citizen Carbon Literacy training.

Our dynamic Sector Toolkit team (STT) coordinate the development, support and advocacy of our Toolkit materials. Toolkits allow organisations to use pre-developed and accredited materials to deliver sector-specific training. The role of the STT Volunteer will be to support the everyday running of the team, to help enhance processes and assist with the roll out of our Toolkits. Our team work across a range of different sectors, more information can be found on our Toolkits webpage.

Role Description:

This is a volunteer role, and as such, working hours are flexible. However, we do require at least 1 day per week of volunteer time. Our office is based in Manchester, and we offer the choice of office, hybrid or completely remote working.

What will you gain?

- Experience working in a dynamic, fast paced team
- Experience working with an award-winning charity in the environmental / sustainability sector
- Experience working with a range of different stakeholders
- Opportunity to become Carbon Literate (if you aren't already!)
- Experience developing educational materials used at a national level (across both public and private sectors)
- The opportunity to develop a range of different skill sets (e.g. Salesforce administration, content creation, advocacy for climate education)

- Gaining carbon reduction knowledge
- Become part of our supportive CL community
- Access to further opportunities in the field of climate mitigation

Responsibilities and Duties:

- General team administration (document preparation, data cleaning and analysis, proof reading)
- Research (materials) & development
- Help with advocacy support (pitch writing, presentation preparation and delivery, evaluation mechanisms)
- Support with communications (testimonial creation, newsletter management, stakeholder relationship support)
- Development of training resources (content creation, graphic design, Toolkit updates)

Desirable skills:

- Strong organisational and administrative skills
- Good IT skills, familiarity with platforms such as: Salesforce, Slack, Microsoft Suite, Adobe
- Clear communicator
- Ability to work autonomously, as part of a team and as a collaborator on shared project goals and deadlines.
- Used to juggling multiple tasks
- 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.

Please apply using the volunteer application [form on our website](#).