



# The Carbon Literacy Project

## Sports Coordinator Job Description

### Role Summary:

The role of the Sports Coordinator will be to promote climate education and action through the uptake of Carbon Literacy training within the sports sector. The Sports Coordinator will work with a range of sport organisations, to help them plan and implement training. They will manage the dissemination and upkeep of The Carbon Literacy Sports Kit.

**Role Title:** Sports Coordinator

**Team:** Sector Toolkit Team

**Responsible to:** Head of Sectoral Development

**Rate:** FTE range: £21,000 - £28,000 (dependent on experience)

**Hours:** This is a full time role (minimum 4 days per week).  
Our usual working day is 9:30 to 17:30.  
This is a freelance role, so working hours are flexible.

**Location:** We offer the choice of working from our Manchester office, hybrid or remote working. You may be required to travel to Manchester or other locations for key events.

**Application Deadline:** NB: We will be reviewing applications fortnightly and will close the application process once a suitable candidate is found.

## **About The Carbon Literacy Project:**

The Carbon Literacy Project 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 Carbon Literacy Project 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 50,000 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 is 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. As the accreditation body, this enables The Carbon Literacy Project to capture all audiences in its aim to offer every citizen Carbon Literacy training. We actively work to create low-carbon culture change by directly advocating for the delivery and uptake of Carbon Literacy training and support organisations, trainers and individuals to do so.

## **Role Description:**

Sport has a fundamental reliance on the natural world. From water sports such as surfing, aquatics or sailing, to snow and ice for winter sports, or grass pitches for football and rugby amongst many others, sport's relationship with climate is inextricably linked. Sport has an important role to play in tackling climate change, from grassroots organisations, all the way up to an elite level. As one of the largest convenors of people in society, sport can play a role in both championing progress and leading by example.

Developed alongside the Birmingham 2022 Commonwealth Games Organising Committee, The Carbon Literacy Sports Kit embeds climate action at all levels in sports organisations. The Sports Kit can be used by any sports club, venue or organisation to deliver Carbon Literacy training, empowering staff and players to take action on climate change.

The role of the Sports Coordinator is to maximise the take up and implementation of Carbon Literacy throughout the sector. Your role will help to reduce carbon emissions, both directly through sports organisations' carbon footprints, and through engagement with wider society via organisational leadership and influence. Your role within the Sector Toolkit team will involve the development and dissemination of the Sports Kit. Our aim is for every sports organisation to become Carbon Literate.

## **Responsibilities and Duties:**

CL: Carbon Literacy

- Directly advise and support sports organisations in rolling out CL. The role will involve proactively dealing with leads and enquiries from interested sports organisations, networks and partners.
- Build momentum in the sector through creating newsletters, case studies and testimonial content.
- Advocate for CL via online and physical events with sports organisations and partners, and to initiate interest where it is not already present.

- Secure funding and sponsorship opportunities to support CL rollout within this sector.
- Set up and support existing partnerships with organisations working within sport, which act as advocacy and training networks, and to support and grow these networks.
- Work alongside partners to develop and update the Sports Kit.

## **Skills and Experience**

### **Essential**

- Experience working in or with sports organisations; knowledge of how this sector works
- Strong organisational and administrative skills
- Engaging 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
- Familiarity with these (or comparable) platforms: Salesforce, Slack, Microsoft Suite
- Good data and analytical skills

### **Person Specification**

- Comfortable working in a dynamic 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 sport can play in creating a low carbon future that can benefit the sector and wider society
- Passionate about mitigating the climate crisis
- Good English language and writing skills

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 ethnic minorities 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 this [form](#). There is a section to attach a CV. Please don't attach a cover letter as this information is covered within the form.

If you have any questions, please email [careers@carbonliteracy.com](mailto: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.**