

Carbon Literacy

Academic Year Placement



- Job Title:** Advocacy Intern – Split Role
- Team:** General Advocacy and Sector Toolkits Teams
- Salary:** The role is formally funded, through a grant system paid at the end of each academic semester, alongside a summer allowance (which will be included as working time) within a 12-month academic year placement. If working 5 days a week, the funding for each semester will be £1200. This will be adjusted accordingly if part-time placements are undertaken.
- As part of our commitment to diversity, equality and inclusion, we also plan to offer extra support to those from more challenging backgrounds. This will take other support access (such as maintenance loans & grants) into consideration, as well as giving space for any extra information you would like to provide, to further explain circumstances.
- Expected Start Date:** Between 3rd July & 15th September 2023
- Expected Duration:** 12 months – working either full-time (5 days per week) or part-time (2-3 days per week). If undertaking a part-time placement, we would expect you to undertake paid employment elsewhere on the remaining days, to support yourself financially through the placement. Please ensure your University and Department allows for this form of placement set-up before applying.
- Location:** At our Manchester office, with the option to work remotely or hybrid.
- Expected Leave:** 20 working days pa pro rata + statutory bank holidays + Christmas closure
- Closing Date:** 26th May 2023
- Interviews:** May / Beginning of June
- Aimed at:** Undergraduate or Masters academic placement year
- To Apply:** Please fill out the application below, giving evidence of how you match up to the criteria, and submit with an up-to-date CV.

Role Description:

The Carbon Literacy Project (CLP) is a celebrated multi-award winning, globally unique climate change learning-and-doing 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, based at MMU's Innospace. Based on a unique flexible framework for a day's-worth of highly relevant climate-change learning, and with large-scale take-up across the UK and Europe, more than 55,000 learners have now been certified as Carbon Literate.

Carbon Literacy (CL) 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 an organisation level. CL is aimed at three distinct audiences – those that live, those that work, and, those that study. This allows The Carbon Literacy Project to capture all audiences with specific knowledge and motivation in its aim to offer every citizen Carbon Literacy.

There are two intern positions available across the General Advocacy and Sector Toolkits Teams. As an Advocacy Intern you will play a key role working across both teams, but depending on your skill set you may spend more time working within one of the teams. Organisations can develop their own bespoke Carbon Literacy course using supporting materials provided by The Project or where available, use pre-existing accredited Toolkit materials to deliver sector-specific Carbon Literacy training.

Our Sector Toolkits Team coordinate the development, support and dissemination of our Toolkit materials. More information can be found on our [Toolkits webpage](#). Our General Advocacy Team support organisations through their Carbon Literacy journey if there is not a Toolkit available yet for their sector. Your role will involve supporting the everyday running of both teams and assisting with the dissemination and rollout of Carbon Literacy. You will help organisations to reduce their carbon emissions and have the opportunity to develop a range of different skill sets.

The Project prides itself on its track record supporting interns and volunteers; see: <http://carbonliteracy.com/work-with-us/past-volunteers/> In fact, other than the founders, the majority of our current staff team members started out volunteering with the Project!

When interning with The Carbon Literacy Project, we will help you to develop knowledge and skills relevant to your desired career path and where possible will look to customise the work you do and involve you in the areas of work that will best support your longer-term career ambitions. This placement provides the opportunity to work with a charity recognised by the UN, and one of the leading organisations working on climate action and behaviour change.

We ensure that all our volunteers and interns are Carbon Literacy trained. If you're not already Carbon Literate when you join us, we will find a course for you so that you can gain this and potentially other certifications with us, as part of your skills portfolio.

Some of the work you might typically be involved in is likely to include:

- Supporting the take-up of Carbon Literacy by proactively dealing with leads and enquiries, liaising with external partner organisations, trainers and learners and initiating interest where this is not already present
- Supporting with communications (testimonial creation, newsletter management, stakeholder relationship support)
- Helping with advocacy (pitch writing, presentation preparation and delivery, evaluation mechanisms)
- The development of training resources
- Supporting at events
- General team administration (document preparation, data cleaning and analysis, proof reading)

- Research to help to inform the development of Toolkit materials and updating pre-existing Toolkits

And depending on existing skills, possibly much more...

...however as covered above, we would expect to customise the work and projects you spent time on to maximise their usefulness to you and The Carbon Literacy Project.

Key personal attributes:

- Passionate about mitigating the climate crisis
- An interest in climate change learning and meaningful carbon reduction
- A creative flare or mind-set
- Strong organisational and time-management skills
- Good communication skills
- The ability to work well as part of a small team to achieve shared outcomes
- The ability to work independently using own initiative
- The willingness to learn, practice and hone new skills
- Competent English language skills
- A desire to question, learn and act on that learning
- Good IT skills

Most desirable skills/experience:

- Good presentation skills
- Strong advocacy skills
- Strong administrative skills
- Good data and analytical skills
- Strong attention to detail

Other desirable skills/experience:

- Familiarity with these platforms: Salesforce, Slack, Microsoft Suite, Adobe.
- Experience volunteering or working with a charity, particularly in the field of sustainability.
- Certified as Carbon Literate.
- Some experience or knowledge of working with personal information and confidentiality.

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 volunteers from different backgrounds. We particularly encourage applications from individuals who identify as:

- Black, Asian, or those belonging to an ethnic minority group in the UK
- Being from a working-class background
- Someone living with a disability

We don't expect any intern to arrive with all of these skills in place, and also know that you will probably arrive with many other existing skills that we haven't thought of listing, but The Carbon

Literacy Project team will work with the successful intern, to help them build on their existing skills and develop those that are new to them, with the aim of delivering a great internship, a sound personal development experience and a better environment for all involved.