

Carbon Literacy Academic Year Placement



Job Title:	General Project Intern
Team:	Operations Team
Salary:	<p>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.</p> <p>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.</p>
Expected Start Date:	Between 3 rd July & 15 th 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:	26 th 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.

As a General Project Intern with The Carbon Literacy Project, you will be fully immersed in the workings of our small team, pitching in with daily activities, being assigned personal responsibilities and tasks, and carrying out specific project work as and when the need arises. This role is the most varied we offer as it covers our core operations, with scope for working across all areas of The Project. This work will be related to the various accreditations & certifications that we offer, data entry on the systems and platforms that we work across, including HR-related opportunities. There is some flexibility in this role, and we aim to tailor the opportunity to the person undertaking the placement.

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:

- Evidence review and certification of individuals.
- Assisting with our other formal accreditations, such as our CL Trainer & CL Organisation awards
- Criteria Checking training initiatives, and accreditation of those Carbon Literacy courses
- Designing, organising, administering and helping deliver internal and external Project events.
- Data handling, organisation and analysis in relation to our CRM system (Salesforce).
- Supporting the recruitment process of new team members (both paid & voluntary).
- Assisting with creation of training resources, both internal & external.
- Online and real-world research to generate learning resources and advocacy.

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 your 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

Most desirable skills/experience:

- Strong administrative skills and attention to detail.
- Good data and analytical skills.
- Any experience training others in some capacity e.g. as a Carbon Literacy trainer.
- Experience and competence with software such as Outlook, Word, Excel, PowerPoint - others an advantage.
- Experience with any CRM (Customer Relationship Management Systems).

Other desirable skills/experience:

- 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.