



The Carbon Literacy Project

Healthcare and Bluelight Coordinator Job Description

Role Summary:

The role of the Healthcare Coordinator is to support the acceleration and implementation of CL training throughout the sector. The newly appointed coordinator will work closely with our current Healthcare and Bluelight Coordinator on the day-to-day management of Carbon Literacy initiatives.

This will include, but is not limited to advocacy work, administration tasks, hosting engagement events, sector support, stakeholder engagement, partner relationship building, media and comms content development, research, data analysis and internal team support.

With the launch of our latest elearning pathway we are looking for sector support that can figurehead our latest Toolkit offering, coming up with innovative solutions to engage individuals who work for the NHS in Carbon Literacy training.

Role Title:	Healthcare (NHS) and Bluelight 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. We work closely with NHS organisations and private healthcare consultancies and suppliers, and enable these organisations to bridge the gap between climate policy and climate action to support a Net Zero NHS.

Relevance in Healthcare:

The global health sector accounts for around 4% of emissions worldwide and the NHS's carbon footprint totals 25 million tonnes per year. The NHS Net Zero Report published in October 2020 states that staff engagement is key to achieving influential changes across the NHS. Ensuring staff have access to climate education that is relevant and local to their organisation and their job role is an essential ingredient for recognising tangible actions that must be taken to achieve a Net Zero NHS. To support this agenda, we worked with healthcare professionals across a range of different organisations to create the CL for Healthcare Toolkit. These sharable training materials work to embed climate action at all levels in the healthcare sector, enabling cross-departmental knowledge building, collaboration and empowerment to enhance a net zero culture across the NHS.

The role of the Healthcare and Bluelight 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 healthcare organisations' carbon footprints, and through engagement with wider society via patient messaging. Your role within the Sector Toolkit team will involve the dissemination of the Healthcare Toolkit and the possible development of Bluelight Toolkits (Police and Fire).

Responsibilities and Duties:

CL: Carbon Literacy

- To directly advise and support NHS organisations in rolling out CL. The role will involve proactively dealing with leads and enquiries from interested NHS Trusts and partner healthcare organisations.

- To build momentum in the sector through creating newsletters, case studies and testimonial content, wider comms, networking platforms and tapping into existing networks.
- To research and develop learning materials in line with the latest climate change science, policy and healthcare advancements.
- To advocate for CL via online and physical events with NHS Trusts and partners, and to initiate interest where it is not already present.
- To manage mail inbox and organisational management systems.
- To develop training support material.
- Supporting and growing existing healthcare CL training networks.
- To build on the success of CL in NHS organisations who are already delivering Carbon Literacy training, as well as promoting CL options for NHS suppliers and pharmaceutical organisations.
- To contribute to wider team administration and development tasks.
- To support further development of CL for Blue Light organisations (Ambulance, Fire, Police).

Skills and experience:

Essential

- Passionate about taking action to mitigate climate change (especially the links between climate change and health)
- Strong organisational and administrative skills
- Clear and confident communication and presentation skills
- Experienced in building stakeholder relationships
- Able to work well as part of a small team to achieve shared outcomes
- Able to manage own projects and work autonomously

Desirable

- Experience working within a Healthcare, Blue Light, NHS, public sector or sustainability setting
- Certified as Carbon Literate
- Experience volunteering or working with a charity, particularly in the field of sustainability
- Experienced in advocacy or sales
- Strong data and analytical skills
- Good understanding of NHS structures, policies and challenges

Person specification:

- Passionate about the role that NHS organisations can play in the support of a healthier, happier and lower carbon society
- Comfortable working in a dynamic environment where work is varied, fast paced, and hugely rewarding
- Familiarity with platforms such as, Salesforce, Slack, Microsoft suite, Outlook, Adobe, Mailchimp (or comparable)
- Ability to work autonomously, as part of a team and as a collaborator and partner
- Used to balancing multiple tasks and able to be flexible with tasks

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.

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.