



Museum and cultural sector volunteer

The Carbon Literacy Project (CLP) is a celebrated multi-award winning, globally unique climate change project founded in Manchester. It is a registered charity (No 1156722) run by the founders Cooler Projects CIC on behalf of its trustees (The Carbon Literacy Trust). 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 65,000 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 an organisational level. Carbon Literacy 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 in its aim to offer every citizen Carbon Literacy training.

The Carbon Literacy Project is a partner in the [Roots & Branches Project](#), collaborating with Museum Development England and Manchester Museum. This partnership has led to a [Carbon Literacy Toolkit for Museums](#). Beyond our work in the museum sector, we are supporting libraries, archives, historic buildings, theatres, cinemas, and the wider cultural sector to become Carbon Literate. This volunteer role will be to work alongside the Museums Coordinator to advance the take up of Carbon Literacy in the cultural sector, offering support with a variety of tasks, including processes, administration, advocacy, research and communications.

Role Description:

This is a volunteer role, so working hours are flexible. However, we do require at least one day per week of volunteer time. Our office is based in Manchester, and we offer the choice of office, hybrid or completely remote working. Our Museums Coordinator currently works remotely. We are looking for someone **who can commit to at least six months** in this role.

Start date/closing date:

We are seeking someone who can begin this role as soon as possible, ideally by September. We'll assess applications fortnightly and close the position once it is filled.

What will you gain?

The Carbon Literacy 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, most of our current staff team members started as volunteers here!

When volunteering with The Carbon Literacy Project, we will help you 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 that best support your longer-term career ambitions.

You will also gain:

- Experience working in a dynamic, fast-paced team.
- Experience working with an award-winning charity in the environmental / sustainability sector.
- Experience working in the cultural sector.
- Opportunity to become Carbon Literate (if you aren't already!)
- Experience developing educational materials.
- Carbon reduction knowledge.
- The opportunity to develop various skill sets (e.g., Salesforce administration, content creation, advocacy for climate education).
- Become part of our supportive Carbon Literacy community.
- Opportunities to support and network at in-person events.

Responsibilities and Duties:

- General administration (document preparation, data cleaning and analysis, proofreading, relationship management software).
- Research (e.g., for developing Carbon Literacy training materials, general cultural sector news).
- Advocacy support (pitch writing, presentation preparation and delivery, evaluation mechanisms, taking minutes in meetings).
- Supporting communications (testimonial creation, newsletters, emails).
- Development of training resources (content creation, graphic design, Toolkit updates).
- Supporting the dissemination of materials to museums and other arts organisations.

Desirable skills and interests:

- Interested in the cultural sector at large.
- Strong organisational and administrative skills.

- Good IT skills, familiarity with Salesforce, Slack, Microsoft Suite, and Adobe platforms, or the confidence to learn new skills.
- Clear communicator.
- Ability to work autonomously, as part of a team, and as a collaborator on shared project goals and deadlines.
- Ability to multitask.
- 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 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

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

If you have any further questions, please feel free to email us at museums@carbonliteracy.com.