



# The Carbon Literacy Project

## Social Housing Coordinator

### Job Description

#### Role summary:

The role of the Social Housing Coordinator is to lead on the acceleration and implementation of Carbon Literacy training throughout the social housing sector.

This is a varied, fast-paced role, which includes communications and advocacy, project management, research, training material development, stakeholder engagement, partnership building, data analysis, organising and hosting events, and internal team support.

The position would suit an organised, strong communicator with an interest in and understanding of the role of local government in helping the UK to reach net zero. You will have the opportunity to shape a Carbon Literacy Toolkit used by dozens of housing associations across the UK to reduce their carbon emissions and will see a direct impact of your work.

<b>Role title:</b>	Social Housing Coordinator
<b>Team:</b>	Sector Toolkit Team
<b>Responsible to:</b>	Head of Advocacy
<b>Rate:</b>	FTE range: £25,000 - £30,000 (dependent on experience)
<b>Hours:</b>	This is a full-time role Our normal working day is 09:30 to 17:30 This is a freelance role so working hours are flexible.
<b>Location:</b>	We offer a 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.
<b>Application deadline:</b>	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 (CLP) is a 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 75,000 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 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 local authorities, enabling them to bridge the gap between climate policy and climate action to support the UK's decarbonisation.

## **Relevance for social housing:**

Climate change is a social issue as well as an environmental one. The Social Housing sector exists where the built environment intersects with the public, private, third sectors and the community. Almost a fifth of the UK's carbon footprint comes from residential activity. There is a push for improvements in public health, energy demand, and income security, and climate action in our homes is a significant piece of the puzzle.

Taking this, we worked closely with a consortium of Greater Manchester housing associations and other individuals from around the UK to produce the CL Toolkit for Social Housing. The Toolkit embeds climate action at all levels of a housing organisation, enables cross-departmental knowledge building, and empowers collaboration towards achieving net zero targets. There are further materials for housing associations to use CL training to build relationships with their customer-base too. Training should be delivered to all colleagues, ensuring an organisation-wide, low-carbon culture that drives behaviour change and emissions reduction.

The role of the Social Housing Coordinator is to develop and disseminate the Social Housing Toolkit courses, maximising the uptake and implementation of CL training throughout the sector. With dozens of housing associations using the Toolkit or other CL courses for social housing, your role will be to support them to ensure their training programs have the greatest impact. This involves maintaining regular contact with trainers, managing enquiries from new organisations, and proactively generating new leads. You will deliver pitches and presentations, arrange and attend meetings with interested parties, and attend sector events to represent CLP. You are expected to stay up to date with developments in climate science and policy, as well as actions and impacts that may be relevant to the sector. We update the Toolkit courses approximately every six months.

## **Responsibilities and duties:**

- To directly advise and support social housing organisations to deliver CL training
- To deal with enquiries from interested social housing organisations, training providers, and networks – including some local authorities, universities and colleges, and consultancy firms
- To promote action in the sector by creating newsletters, case studies, testimonial content and wider communications – including networking platforms and tapping into existing networks
- To research and develop training materials in line with the latest climate change science, policy, action and impact as it relates to the social housing sector – including case studies
- To advocate for CL at online or physical events and to initiate interest where it is not already present
- To record and showcase data on CL training in social housing organisations
- To develop training support material
- To support and grow existing training networks

## **Skills and experience:**

### **Essential**

- Understanding of the social housing sector, its existing challenges, and its role in national decarbonisation
- Passionate about action to address the challenges of climate change
- Strong organisational and administrative skills
- Experience managing projects
- Clear, confident communication and presentation skills
- Experience in building stakeholder relationships
- Able to work well as part of a small team to achieve shared outcomes
- Able to work autonomously

### **Desirable**

- Experience working in or with social housing organisations, especially in sustainability and climate change
- Certified as Carbon Literate
- Experience working or volunteering for a charity, especially in climate change, social issues or environment
- Experience in sales or advocacy
- Strong analytical skills

## Person specification

- Passionate, knowledgeable and empathetic about the role of social housing in addressing climate change
- Comfortable prioritising different pieces of work and picking up new tasks as needed
- Comfortable working autonomously and as part of a team, managing several competing projects simultaneously
- Familiar with Microsoft suite, CRM software (e.g. Salesforce), Adobe, Canva and Mailchimp

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.**