



The Carbon Literacy Project

Tech Sector Coordinator Job Description

Role Summary:

The role of the Tech Sector Coordinator is to lead on the acceleration and implementation of Carbon Literacy training throughout the tech sector. The Tech Sector Coordinator will work with organisations within the sector, to develop Carbon Literacy training materials for staff, suppliers and stakeholders, and to disseminate these materials.

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 knowledge and experience of the role of the tech sector in accelerating the industry's drive to decarbonise.

Role Title:	Tech Sector Coordinator
Team:	Sector Toolkit Team
Responsible to:	Head of Advocacy
Rate:	FTE range: £23,000 - £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:	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 74,000 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 an 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 want to work more closely with organisations in the tech sector and enable them to bridge the gap between climate policy and climate action.

Relevance in the tech sector:

The tech sector plays a pivotal role in shaping our rapidly evolving global economy through driving innovation, fostering connectivity, and empowering organisations across all sectors. However, technology brings its own environmental challenges, and the need to address its carbon footprint is increasingly crucial; the global tech sector accounts for around 3% of emissions worldwide. The tech sector has the opportunity to embrace transformation, lead by example and drive sustainable innovative practices. Ensuring staff have access to climate education that is relevant and local to their organisation and their job role is key to supporting this. We want to work with tech sector professionals across a range of different organisations to create adaptable, action-based climate change learning for tech sector professionals. This Toolkit will help to embed climate action at all levels within the sector, enabling knowledge building, collaboration and empowerment to create a low carbon culture.

The role of the Tech Sector Coordinator will be to develop the Carbon Literacy Tech Sector Toolkit and maximise the dissemination, take up and implementation of Carbon Literacy throughout the sector. Your role will help to reduce carbon emissions, both directly through the carbon footprints of tech sector organisations, and through engagement with stakeholders, supply chains and wider society. You will need to keep up to date with the latest climate science and policy, and the latest sustainability advancements in the tech sector to ensure the Toolkit is always up-to-date, relevant and impactful.

Responsibilities and Duties:

CL: Carbon Literacy

- To research and develop learning materials in line with the latest climate change science, policy, the latest sustainable practices in the tech sector and tech sector advancements.
- To directly advise and support tech sector organisations to deliver CL. The role will involve proactively dealing with leads and enquiries from interested organisations.
- To build momentum for decarbonisation in the sector through creating newsletters, case studies and testimonial content, wider comms, networking platforms and tapping into existing networks.
- To advocate for CL via online and physical events with tech organisations and partners, and to initiate interest where it is not already present.
- To record and showcase data on Carbon Literacy training within the sector.
- To manage mail inbox and organisational management systems.
- To develop training support materials.
- To support and grow training networks.
- To support further development of CL for organisations in the tech sector which are already delivering Carbon Literacy training.
- To contribute to wider team administration and development tasks.

Skills and experience:

Essential

- Knowledge and a deep understanding of the tech sector, its challenges and role in decarbonisation
- Knowledge of key emerging tools and technologies
- Passionate about taking action to mitigate climate change
- Strong organisational and administrative skills
- Clear and confident communication and presentation skills
- Experienced in building stakeholder relationships
- Experience of managing projects
- Able to work well as part of a small team to achieve shared outcomes
- Able to work autonomously

Desirable

- Experience working within the tech sector, and ideally in a 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

Person specification:

- Passionate and knowledgeable about the role that the tech sector can play in the climate crisis
- Comfortable working in a dynamic, varied and fast-paced environment
- Comfortable working autonomously, as part of a team and as a collaborator and partner
- Used to balancing multiple tasks
- Familiarity with platforms such as Microsoft suite, Salesforce, Slack, Outlook, Adobe, Mailchimp (or comparable)

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 belonging to an ethnic minority in the UK, as well as those from working-class backgrounds, and those living with a 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.