



Certification Officer Job Description

Role Summary:

As we work to progress climate education and action through Carbon Literacy, the amount of learners and citizens we've been certifying daily, weekly and monthly has grown rapidly. This work involves assessing batches of learner evidence, sent to us from training sessions which are running every day in a vast variety of different formats. We review these submissions from each learner individually, and ensure learners have convincingly demonstrated that they are Carbon Literate. We need to grow our Certification Team in line with the increasing amount of Carbon Literacy training that is being delivered externally each week, and consequently, the higher volume of evidence submitted to us for certification.

Role Title: Certification Officer
Team: Certification Team
Responsible to: Certification Coordinator

Rate: FTE: £24,950

Hours: Full-time (37.5 hours).
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. As this role is fairly self-contained, you may appreciate and benefit from being able to go to the office sometimes. You may also 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 enough suitable candidates are 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 80,000 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. Every learner commits to at least two actions after their training, and we assess these in relation to who they are as a learner, for example, what their potential for change is, and how much influence they might have, as well as taking any other factors into consideration.

As the certification body, this enables The Carbon Literacy Project to capture all audiences in its aim to offer every citizen Carbon Literacy training. We directly advocate for the delivery and uptake of Carbon Literacy training, support organisations, trainers and individuals to do so, and actively work to create low-carbon culture change.

Role Description:

A Certification Officer with The Carbon Literacy Project will be fully immersed in the workings of our small team, be assigned personal responsibilities and tasks, and carry out specific project work as and when the need arises. Core work will involve assessing batches of learner evidence each day, sent to us from training sessions which are running in different settings and formats across the globe. We assess submissions for each learner, individually, and ensure learners have convincingly demonstrated that they are Carbon Literate. From there, certificates are created for successful learners, and feedback is provided for any unsuccessful learners on how they can reapply, which is all communicated back via the trainer.

The amount of learners and citizens we've been certifying has grown rapidly over the past couple of years, from hundreds every month, to thousands. We aim to continue along this growth trajectory, whilst ensuring we maintain quality and consistency. As the climate emergency ramps up, so must our efforts to educate and act.

We look forward to working with someone who possesses this skillset, someone who can work well as part of a team, and someone who isn't afraid to suggest new ideas and innovation where they can see opportunity for us to develop our systems going forward.

Responsibilities and Duties:

- Learner participant details and evidence form review.
- Informed decision-making and assessment of individual evidence.
- Data handling, organisation and analysis.
- Creation of unique certificates.
- Communication with trainers and facilitators on feedback once written.

Skills and Experience

Essential

- Strong organisational skills and the ability to manage own workload.
- Confidence and familiarity with Microsoft Suite.
- Interest and general knowledge of climate change education and action.
- Experience and comfortability working with large databases.
- Knowledge and experience of working with sensitive and confidential information.
- Strong communication skills, written and verbal.

Desirable

- Certified as Carbon Literate.
- Any advanced language skills.
- Knowledge and understanding of AI systems.
- Experience volunteering or working with a charity, particularly in the field of sustainability and the environment.
- Familiarity with Slack, SharePoint and Salesforce.

Person Specification

- Ability to work autonomously, as part of a team and as a collaborator.
- Used to juggling multiple tasks and effective prioritisation.
- Proactive and passionate about the role that all organisations can play in creating a low-carbon future.
- 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 are Black, Asian, or belong to an ethnic minority group in the UK, as well as those from working class backgrounds, and those living with disability, all of whom are currently under-represented within The Carbon Literacy Project and the wider environmental sector.

Application process

Please apply using the form [here](#). There is a section to attach a CV. Please do not attach a cover letter as this information is covered within the form.

If you have any additional 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.