



Course Development Officer Role Description

Role Summary:

The role of the Course Development Officer will be to develop and manage our in-house Carbon Literacy suite of materials. This work includes The Carbon Literacy Project's Course Kit, Master Toolkit and additional resources. The role will also encompass developing and managing the new Course Library, an online directory of 650+ certified Carbon Literacy courses. The Course Development Officer will work alongside the Sector Toolkit and Operations Teams.

Role Title: Course Development Officer

Team: Sector Toolkit & Operations

Responsible to: Head of Advocacy & Operations

Rate: FTE range: £24,500 - £26,000 (dependent on experience)

Hours: This role is part-time (3 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: 2nd April 2024

About The Carbon Literacy Project:

Carbon Literacy offers a unique and flexible framework for a day's worth of highly relevant climate change learning. With large-scale takeup across the UK and Europe, over 86,000 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 who live, those who work, and those who study. As the certification body, this enables The Carbon Literacy Project (CLP) to capture all audiences, aiming to offer every citizen Carbon Literacy training. As the certification body, 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:

One of the main barriers to the speed of takeup/adoption of Carbon Literacy training is writing and developing Carbon Literacy courses. The CLP has sought to address this over the past few years through the creation of the CL Course Kit, to assist with the development process when creating bespoke CL courses, as well as the creation of sector-specific Toolkits. The Project prides itself on using the very latest climate science and case studies to educate its audiences on the climate crisis and how to act. The upkeep and improvement of these materials form the basis of the Course Development Officer role.

The Project's comprehensive Course Kit aims to help prospective organisations create Carbon Literacy courses by providing a pick-and-mix of tried and tested materials. The Course Kit contains a suite of resources, case studies, articles, example slides and more. The role of the Course Development Officer will be to update and manage these resources, as well as source and create new ones for the Kit.

In addition to the Course Kit, for internal use, a Master Toolkit has been developed to help the Sector Toolkit Team update Toolkit materials in line with the latest climate science, policy and available case studies. The role will involve creating and updating materials within the Master Toolkit. This role is also expected to oversee the creation of a new Course Library, a directory of 650+ courses that will reside on the CLP website.

This role will sit uniquely in between our Sector Toolkit and Operations Team. The CLP communicate effectively as a team, and we are seeking an Officer who is confident, well-organised and able to manage internal communication between different internal teams. Additionally, this individual should be adept at relaying information to external organisations and passing over key emails to other members of the CLP team. This individual should have a keen interest in climate science, research, and policy and the ability to translate complex scientific information into accessible and digestible material that can be used in Carbon Literacy training.

Responsibilities and Duties:

- Develop and manage the Course Kit materials, including climate science, policy & case study materials.
- Manage and coordinate Course Kit inquiries from external organisations.
- Update the Master Toolkit.
- Liaise with external providers who wish to create or donate sector-specific modules to the Course Kit.
- Coordinate the development of the Course Library, collaborating across different departmental teams.

Skills and Experience:

Essential

- Strong organisational and time management skills
- Excellent attention to detail
- Strong skills in research and collecting and translating scientific evidence
- Interest & general knowledge in climate education & action
- Experience in designing and formatting educational materials
- Ability to manage multiple projects simultaneously
- Experience with Microsoft Suite and Canva

Desirable

- Certified as Carbon Literate
- Experience in design (e.g., In-Design)
- Experience volunteering or working with a charity, particularly in the field of sustainability and the environment
- Familiarity with Salesforce, Slack, or comparable platforms

Person Specification

- Comfortable working in a dynamic environment where work is varied, fast-paced, and hugely rewarding.
- Ability to work autonomously, as part of a team and as a collaborator.
- Used to juggling multiple tasks and effective at prioritising.
- 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 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 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 the form covers this information

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.