



Events Coordinator Job Description

Role Summary:

Over the past few years, our fantastic team and The Carbon Literacy Project itself has grown rapidly, as we progress climate education and action through Carbon Literacy. Our influence has expanded, along with the network of organisations and individuals that we work alongside, both directly and indirectly. We often hold events for those within our networks, from launch events, to workshops, to awards ceremonies; they cover a variety of themes and are aimed at different audiences. As we continue to expand The Project, the variety of events that we want and need to host will continue increasing. Therefore, we want to work with an experienced and knowledgeable Events Coordinator, to lead on the main responsibilities that come with organising and running the logistical side of any successful event.

Role Title: Events Coordinator
Team: Operations Team
Responsible to: Head of Operations
Responsible for: Volunteers/Interns as required

Rate: FTE range: £24,500 - £28,000 (dependent on experience)

Hours: This role can be full-time (37.5 hours per week) or part-time.
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 will be required to travel to Manchester or other locations for key events.

Application Deadline: Extended to 22nd March 2024

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), The Carbon Literacy Trust, and the 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 84,000 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. As the certification body, this enables The Carbon Literacy Project to capture all audiences in its aim 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:

As part of our ongoing aims to expand The Carbon Literacy Project, and the reach of carbon-reducing action and impact, we need to engage with an increasing variety of audiences. One way to do this is through the delivery of events. Some key events that we currently run throughout the year include launches for new Carbon Literacy resources, networking for those working within these spheres, workshops for trainers delivering CL, and award ceremonies for our expanding variety of accreditations for individuals and organisations who go above and beyond with their initiatives.

The events that we currently host throughout the year often involve coordination across a variety of teams, so great communication skills will be key to ensure the smooth running of any event. Rigorous planning and strategic execution of these events ensures that our standing in the community is upheld, as we take great pride in delivering enjoyable, well-organised and inspiring occasions. It is also important to us as a carbon-reducing behaviour change project that we deliver these large-scale events with a focus on sustainability, and reduce associated emissions with the event itself wherever possible. Therefore, any experience in doing this in a previous role would be beneficial, though not essential.

Working in this role will require fantastic organisation skills, and ideally some experience in this area of work in previous role(s). Enthusiasm and interest in the work that we do would be beneficial to whoever takes on this role, though we are always able to train team members who are less experienced in the subject of climate change, and extensive knowledge is not necessary.

As we continue to expand The Carbon Literacy Project, and reach an ever-increasing audience, the amount and variety of events that we host will continue to grow. Therefore, we are very excited to begin working with an Events Coordinator who can take on the main organisational, and logistical responsibilities that come with the successful running of any event.

Responsibilities and Duties:

- Take a leading role in the planning, organisation, and execution of any large Carbon Literacy event.
- Organise the setup of any large CL event, and be on hand to direct and delegate jobs to others where necessary.
- Responsible for mapping out timelines and budgets, and how they correspond.
- Liaise with external partners who are assisting with any aspect of the event we're hosting.
- Coordinate and communicate between internal teams to ensure all logistics of cross-team working are covered, and timelines are adhered to.
- Lead on the administration of organising invites and attendees of events.
- Assist in the development of our events calendar, year on year.
- Support any volunteers or placement students who might help with the administration of an event.

Skills and Experience

Essential

- Very strong organisation and communication skills.
- Someone who has worked in an events-focused role of some kind previously, preferably who has led the organisation, at scale.
- Experience using booking systems, such as Ticket Tailor, Eventbrite or similar.
- A warm and personable approach.
- The ability to manage own workload and work to a variety of deadlines and timelines.
- Familiarity with Microsoft Suite.
- Ability to manage and lead individual projects, after initial consultation and guidance.

Desirable

- Certified as Carbon Literate.
- Interest & general knowledge in climate change education & action.
- Experience volunteering or working with a charity, particularly in the field of sustainability and the environment.
- Familiarity with Salesforce and Slack or comparable platforms.
- Knowledge and experience of how to deliver large-scale events in a low-carbon way.
- Any experience managing others.

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 delivering engaging and inspiring events.

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 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.