Carbon Literacy
Academic Year Placement

Job Title: **IT & Systems Intern**

Team: IT Team

Salary: £11.44 per hour

As part of our commitment to diversity, equality and inclusion, we also plan to offer extra support to those from more challenging backgrounds. This will take other support access (such as maintenance loans & grants) into consideration, as well as giving space for any extra information you would like to provide, to further explain circumstances.

Expected Start: Between 8th July & 16th September 2024

Expected Duration: 12 months – working either full-time (5 days per week) or part-time (3 days per week). Please ensure your University and Department allow for this form of placement set-up before applying.

Location: At our Manchester office, with the option to work remotely or hybrid.

Expected Leave: 20 working days pa pro rata + statutory bank holidays + Christmas closure.

Closing Date: 10th May 2024

Interviews: Will begin in March, through to late May

Applicants: Must be Undergraduate or Masters students

To Apply: Please fill out the application below, giving evidence of how you match up to the criteria, and submit with an up-to-date CV.

The Carbon Literacy Project (CLP) is a celebrated multi-award winning, globally unique climate change learning-and-doing project founded in Manchester. It is a registered charity, The Carbon Literacy Trust (No. 1156722) based at MMU's Innospace. Based on a unique flexible framework for a day's-worth of highly relevant climate-change learning, and with large-scale take-up across the UK and Europe, more than 85,000 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's relevant from an individual to an organisation level. CL is aimed at three distinct audiences – those that live, those that work, and those that study. This allows The Carbon Literacy Project to capture all audiences with specific knowledge and motivation in its aim to offer every citizen Carbon Literacy training.

The Project prides itself on its track record supporting interns and volunteers; see: http://carbonliteracy.com/work-with-us/past-volunteers/ In fact, other than the founders, a large portion our staff team members started out either volunteering or interning with The Project!

When interning with The Carbon Literacy Project, we will help you to develop knowledge and skills relevant to your desired career path and, where possible, will look to customise the work you do and involve you in the areas of work that will best support your longer-term career ambitions. This placement provides the opportunity to work with one of the UK's largest climate education charities, recognised by the UN, leading work on climate action and behaviour change across all sectors of society.

We ensure that all our volunteers and interns are Carbon Literacy trained. If you're not already Carbon Literate when you join us, we will find a course for you so that you can gain this and potentially other certifications with us, as part of your skills portfolio.

Role Description:

As an IT & Systems Intern with The Carbon Literacy Project, you will be fully immersed in the workings of our small-medium sized team, pitching in with daily activities, being assigned personal responsibilities and tasks, and carrying out specific project work as and when the need arises. There are multiple mini-projects in which a placement student could participate, including updating internal resources, assisting with internal IT enquiries & supporting users.

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When interning with The Carbon Literacy Project, we will help you develop knowledge and skills relevant to your desired career path and, where possible, will look to customise the work you do and involve you in the areas that best support your longer-term career ambitions. This placement provides the opportunity to work with a charity recognised by the UN and one of the leading organisations working on climate action and behaviour change.

Some of the work you might typically be involved in is likely to include:

- Data handling, organisation and analysis in relation to our CRM system (Salesforce).
- Administration work that supports our daily routine tasks.
- Updating internal resources such as training materials in connection to SharePoint.
- Helping and supporting online events.

- Online and real-world research into new IT software that helps us improve our current systems at CLP.
- Improve our current FAQs Page regarding internal training and internal queries.
- Setting up automation workflows.
- Help and plan projects to fulfil the requests from different teams.

And depending on existing skills, possibly much more...

…however as covered above, we would expect to customise the work and projects you spend time on to maximise their usefulness to you and The Carbon Literacy Project.

Key personal attributes:

- Passionate about mitigating the climate crisis.
- An interest in climate change learning and meaningful carbon reduction.
- A creative flare or mindset.
- Strong organisational and time-management skills.
- Good communication skills.
- The ability to work well as part of a small team to achieve shared outcomes.
- The ability to work independently using your own initiative.
- The willingness to learn, practice and hone new skills.
- Competent English language skills.
- A desire to question, learn and act on that learning.

Most desirable skills/experience:

- Strong administrative skills and attention to detail.
- Experience and competence with software such as Outlook, Word, Excel, PowerPoint - others are an advantage.
- Good data and analytical skills.
- Experience with any CRM (Customer Relationship Management) Systems.

Other desirable skills/experience:

- Experience volunteering or working with a charity, particularly in the field of sustainability.
- Certified as Carbon Literate.
- Some experience or knowledge of working with personal information and confidentiality.

We don't expect any intern to arrive with all of these skills in place, and also know that you will probably arrive with many other existing skills that we haven't thought of listing. But, The Carbon Literacy Project team will work with the successful intern, to help them build on their existing skills and develop those that are new to them, with the aim of delivering a great internship, a sound personal development experience and a better environment for all involved.

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.