



## Education Volunteer

### Role Summary

As an Education Volunteer, you will support the Carbon Literacy Project Education Team (Sarah Davies and Anna Romachney) in enabling educational settings, to access Carbon Literacy materials to cascade training across their university, college or school.

This volunteer role sits within the Sector Toolkits Team working directly with the Education Team. In the role you will be assigned various tasks to complete which help to further the work and outreach of Carbon Literacy in the Education Sector.

<b>Role Title:</b>	Education Volunteer
<b>Team:</b>	Advocacy Team
<b>Responsible to:</b>	Education Coordinator
<b>Hours:</b>	1 day per week, wherever possible. Our usual working day is 9:30 to 17:30, however, once induction has taken place, volunteering time can be completed whenever is convenient, including the weekend.
<b>Location:</b>	We offer the choice of volunteering from our Manchester office, hybrid or remote working. As this role often requires collaborative working, you may appreciate and benefit from being able to go into the office sometimes. Any reasonable ground public transport costs into the office can be covered by travel expenses.

### 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 90,000 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**

This is an exciting opportunity that can enable to you build various skills and gain more of an oversight of Carbon Literacy in the education sector and within the Sector Toolkits team in general. The current Education Officer started their work within the education team as the education volunteer.

This role will focus on supporting the Education Coordinator (Sarah) and the Education Officer (Anna) in the daily operations in this busy sector. Some of the work you may typically be involved in is likely to include:

- Responding to external organisations via email and offering appropriate support.
- Scheduling, attending and helping to facilitate external meetings to support existing educators and help to onboard newer educational settings.
- To assist with the data management of the education sector, via Excel or Salesforce.
- To help design and disseminate external communications such as LinkedIn posts and quarterly newsletters.
- To assist with the planning, organisation, and execution of any of our sectoral Carbon Literacy events, such as online networking sessions, webinars and focus groups.
- To potentially support with the design and development of educational materials.

This isn't an exhaustive list and there is likely many more things you can get involved with. If there are certain skills or experience you would like to build then we can work to tailor your volunteering to suit you.

### **Desirable Skills**

- An enthusiasm and interest in climate education and in the education sector.
- Organisation and time management skills.
- Verbal and written communication skills.
- Ability to work in a small team as well as independently.
- Certified as Carbon Literate.
- Experience volunteering or working with a charity, particularly in the field of sustainability and the environment.

### **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.

These aren't essential for the volunteer role and we are happy to provide more insight into the sector and support development of any of the above skills listed.

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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](#), and return this and a CV to the below email address. Please do not attach a cover letter as this information is covered within the form.

If you have any additional questions, please email [education@carbonliteracy.com](mailto:education@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.**