



Schools Coordinator Role Description

Role Summary:

The new School Coordinator role will primarily focus on the development of a Carbon Literacy (CL) for Schools Toolkit, whilst advocating for CL and developing the sector. This will be a diverse and rewarding role, including many opportunities for schools outreach work, networking and materials development. A passion for sustainability, an entrepreneurial spirit and experience in the school's sector are essential as is the desire to help shape the minds and leaders of tomorrow.

Role Title: Schools Coordinator

Team: Education Team which sits within the Advocacy Team

Responsible to: Sector Advocacy Lead

Rate: FTE range: £25,000- £30,000 (dependent on experience)

Hours: This role is a full-time role (4 days minimum)
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 with sufficient notice and reimbursement for travel costs

Application Deadline: **Midnight 23rd of August 2024** We will be reviewing applications during this period.

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 take-up across the UK and internationally, over 100,000 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 not just for the education sector and 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. The Carbon Literacy Project is not a training organisation and instead acts as a certification body, accrediting courses and learners and providing training materials. 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.

About the Carbon Literacy Education Sector:

In 2020, our Higher Education Toolkit courses were launched across universities, this led to an adapted Toolkit course that was rolled out across Further Educational settings in 2022. Our Toolkits are ready made, sector specific Carbon Literacy courses, that organisations within the relevant sector can take to deliver their own training internally. This has removed barriers to course development that many organisations might have in terms of time, budget and knowledge base. Within the Education sector, our Toolkits are freely accessible for those in the sector to use. The creation of the Toolkits has led to a rapid take up of CL in this sector from this time.

So far, work within the education sector at the CLP has predominantly been focused on Further Education (FE) and Higher Education (HE) with the Education Toolkit courses suited to both staff and students within these two levels of education. However, there has been a growing interest in schools engaging in Carbon Literacy, which has seen considerable increase since the Department for Education (DfE) climate education strategy, launched in 2021. Whilst some individual organisations have developed their own schools focused training (for staff and students) we would like to develop a Schools Toolkit course to enable more schools to take up Carbon Literacy, much like we do currently for FE and HE, and accelerate the rollout of CL training across the sector. This work will lead to a new area of work within the Education team at CLP, hence our call out for a Schools Coordinator, to enable the development and support for Carbon Literacy within schools.

Role Description:

As the Schools Coordinator, your role will be to develop this sub sector of Education. There is already knowledge and uptake of Carbon Literacy within schools, however, a key aspect of the role will be to advocate for and grow Carbon Literacy within this sector. The work within this role will be very varied and will develop and change across the development of the sector.

The initial stages will focus on course/materials development through internal and external collaboration. This will follow the tried and tested methodology of Toolkit creation that the CLP has established and incorporates the various stages of development such as gap analysis,

creation, piloting and refining. This process will be fully supported by other team members until we are ready to launch the new course suite into schools. In addition, there will be a strong focus on sectoral advocacy, connecting with people in schools to advocate for Carbon Literacy.

As Carbon Literacy becomes more established within the schools sector, you will continue to advocate in the sector, whilst managing relationships with schools and supporting them at every stage of their Carbon Literacy Journey. You will work directly with a whole host of different schools from primary through secondary as well as Multi Academy Trusts, as the designated point of contact. By applying a consultative approach, you will understand each institutions unique objectives, any barriers to take-up, and what their Carbon Literacy rollout could look like. By combining your passion for education with a comprehensive knowledge of Carbon Literacy, you will propose the right path for these institutions.

Responsibilities and Duties:

CL: Carbon Literacy

- Co-develop a suite of CL courses aimed at different audiences within schools such as teachers, students, governors and sustainability leads.
- Pitch CL to schools and advise them on how they can engage with training.
- Support schools through their entire CL journey, from initial training through to attaining Carbon Literate Educator (CLE) status.
- Advocate for CL via online and physical events, initiate interest where it is not already present and produce regular comms to promote the sector and maintain engagement.
- Approach prospective training providers to deliver training and support existing training providers.
- Identify and encourage collaborations with partners where appropriate.
- Maintain meticulous tracking and management of leads (via salesforce).

Skills and Experience

Essential

- Experience of working in or directly with educational settings, demonstrating an understanding of the educational context for schools within the UK.
- Experience in designing educational materials and content for a range of audiences and diverse learning needs.
- A Self-starter, the ideal candidate will be highly self-motivated to develop, grow and nurture this new sector.
- Excellent presentation skills with an engaging communication style and strong ability in relationship building.
- Strong organisational and administrative skills, managing own workload, assigning tasks and managing other team members.
- The ability to work well as part of a small team to achieve shared outcomes whilst being highly motivated working independently.

Desirable

- Certified Carbon Literate
- Experience volunteering or working with a charity, particularly in the field of sustainability
- Experience within the environmental/sustainability world.
- Familiarity with these (or comparable) platforms: Salesforce, Slack, Microsoft Suite

Person Specification

- Comfortable working in a dynamic, fast paced environment with a varied workload.
- Ability to work autonomously, as part of a team and as a collaborator
- Confidence in managing multiple tasks and effective at prioritising workload.
- Proactive and passionate about the role that educational institutions 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 an ethnic minority in the UK, as well as those from working class backgrounds, and those with disability, who 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.