



## Trainer Network Engagement Coordinator Job Description

### Role Summary:

The role of the Trainer Network Engagement Coordinator is to oversee and support our network of Carbon Literacy trainers. This is a varied role reporting back to the Head of Operations and working closely alongside our Trainer Network Accreditation Coordinator. You will be responsible for providing advice and support in a variety of settings (both online and in-person) to build a strong and robust community of independent and organisation-based trainers.

**Role Title:** Trainer Network Engagement Coordinator  
**Team:** Operations Team/Trainer Network Team  
**Responsible to:** Head of Operations  
**Responsible for:** Volunteers and placements as required

**Rate:** FTE range: £26,500 - £28,500 (dependent on experience)

**Hours:** A full time role is preferred, however part time would be considered for the right candidate.

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 semi-regularly.

**Application Deadline:** Extended – 20<sup>th</sup> September. We will be reviewing applications weekly and may invite for an interview earlier than closing date.

### 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.. 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 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 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:**

You will be joining our Trainer Network Team, which sits in the Operations Team, within the wider Carbon Literacy Project. As the demand for climate education and action continues to grow, Carbon Literacy remains the gold standard for training. At our current growth rate, the number of certified citizens doubles every 13 months. Continuing this level of growth is imperative to The Carbon Literacy Project, and our Trainer Network is at the forefront of meeting this demand. This team is responsible for supporting trainers in delivering courses which engage individuals from all walks of life. They must be well versed in the concept behind Carbon Literacy, along with confidently highlighting the overall goals of the Project itself.

As our Trainer Network Engagement Coordinator, your role will be to work alongside the rest of the Trainer Network Team to help support new and existing trainers within our network. You will support by responding to queries, with a focus on planning and hosting events both online and in-person (or in a hybrid format). Part of this role will involve helping to develop trainer support content in a variety of formats and continue to improve the strength of the trainer community by increasing connectedness. Clear communication, strong organisational skills and a warm and friendly approach are essential to keep the interaction going across different platforms that the Trainer Network interact with.

At The Carbon Literacy Project, we aim to ensure the high standards set by our trainers are continually upheld and the learning content is as accurate and relevant as possible. As such, another key responsibility of yours will be to maintain these components by reviewing material, providing proactive support to the network of trainers and engaging in informal mentoring opportunities where required.

### **Responsibilities and Duties:**

- Organising and delivering our series of trainer support events (both online and in person) such as; Delivering Successful Carbon Literacy sessions, Trainer Resource Sharing sessions, Connect and Catch-up, CL Pioneers and Trainer Award evenings.
- Development of content such as PowerPoints and activities for events and support documents to support trainers in their delivery of training.
- Arranging 1 to 1 support calls with trainers, both new and existing.
- Engaging the network with trainer communications (monitoring clt@ email inbox enquiries, LinkedIn CLP Pioneers, Trainer Newsletter).
- Specifically focusing on quality control of current CL training, and trainer support and mentoring where required.
- Sometimes assisting with processing Trainer accreditations, and replying to related enquiries via email and online meetings (for CLF, CLT and/or CLC level).
- Online document management (ensuring content is up to date and continuously improving).
- Data collection and management to establish what the network needs to strengthen and expand further.

## **Skills and Experience**

### **Essential**

- Certified as Carbon Literate.
- Experienced in delivering online and in-person events.
- Excellent communication skills.
- Warm and professional presentation style.
- Deep understanding of the Carbon Literacy Standard and the methodology behind CL.
- Strong interpersonal skills – both internal and externally facing (evidence of previous experience of this)
- Strong organisational skills and the ability to manage own workload.

### **Desirable**

- Experience of delivering Carbon Literacy.
- Experience in mentoring and/or coaching.
- Certified at Carbon Literacy Facilitator, Trainer and/or Consultant level.
- Experience volunteering or working with a charity, particularly in the field of sustainability and the environment.
- Familiarity with Salesforce, Slack, and Microsoft Suite, or comparable platforms.
- Comfortable with cross-team internal collaboration
- Experience collecting and processing data

### **Person Specification**

- Comfortable working in a dynamic environment where work is varied, fast-paced, and hugely rewarding.
- Someone with a friendly and approachable manner, comfortable working with other trainers, and happy to offer peer-to-peer advice.
- 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 - 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 a diverse range of 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](mailto: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.**