



Climate Action Project Manager

We are looking for an effective and motivating leader who is highly collaborative and has significant experience of public engagement strategies. You will have experience of project management and be committed to the cause of combating climate change.

Context

Having secured a 'development grant' from the National Lottery Climate Action Fund (CAF), Sheffield Climate Alliance (SCA) is seeking a manager to steer the project through the 18-month development phase to prepare the partnership for a five-year, £2.5 million bid.

Project Aims

1. Develop a resilient, sustainable partnership.
2. Explore methods of improving public understanding of climate change and climate action.
3. Create Climate Action Hub/s - whether physical, virtual, or a mixture of both.
4. Reach out to external partners and key institutions.
5. Establish a new web portal and social media networks.
6. Develop a collaborative five-year project proposal to the National Lottery during 2021/22.

Funder's Purpose

"The Climate Action Fund is supporting communities across the UK to take action on climate change. These communities will demonstrate what is possible when people take the lead in tackling climate change. With National Lottery funding, they will work together, share their learning and be active participants in a broader movement of change."

Location

Remote working, with the possibility of using SCA office (Covid-19 dependant).

How to apply

Email a CV of up to 2 sides, and a covering letter of up to 2 sides setting out clearly, with examples, how you meet the person specification to rachael@sheffieldclimatealliance.net
We also require details of two referees.

Closing date for applications : Mon 16th November, 10am

PLEASE NOTE MORNING DEADLINE

Interviews will be held in late November to early December 2020

Expected start date: Early January 2021

We are working towards increasing the diversity of our team, and particularly encourage applications from Black and other minority ethnic backgrounds.

To arrange an informal talk about the role contact rachael@sheffieldclimatealliance.net





Job Description

Job title: Climate Action Manager

Rate: £150 per day, 80 days across 15 months (January 2021 to March 2022), on a freelance basis.

Responsible to: Sheffield Climate Alliance Trustees.

Responsible for: 2 Development Co-ordinators, 1 Communications & Admin Worker.

Internal liaisons: SCA Trustees, Climate Action partner organisations.

External liaisons: External ally organisations, key decision-making institutions, and funder(s).

Job purpose

To manage the Sheffield Climate Action Fund development project, which aims to explore approaches to “a community-led movement for delivery of practical climate actions and carbon footprint reductions”.

- **To manage and support the partnership’s staff team**, made up of 2 Development Co-ordinators and 1 Communications & Administration Worker, and liaise with SCA trustees and partners where required.
- **To monitor progress** towards the 18-month development project’s aims and objectives, and ensure requests and requirements from the funder are met in a timely manner.
- **To take a ‘big picture’ strategic view** of the project, including ensuring the staff team responds proactively to threats and tensions, and makes the most of opportunities.
- **To be part of a team and wider partnership which creates and delivers a collective 7-year vision for effective climate action** in the Sheffield City Region, including bringing together a larger, multi-million pound bid to the National Lottery in 2022.

For a one-page summary of the project, please see the end of this document.

Main Tasks

- To provide overall project management to the Climate Action Fund project and its staff team.
- To manage the Development Co-ordinators and the Communications & Admin Worker.





- To monitor progress towards the aim of learning what type of climate action local communities are most engaged with and feel are most important.
- To look at examples of good practice and liaise with the Development Co-ordinators to seek creative ways of engaging with the community in a Covid-19 environment.
- To ensure partner organisations are kept involved and informed.
- To network with community groups in Sheffield and South Yorkshire to grow the partnership.
- To provide regular reports to funder(s), partners and SCA trustees as required.

Managing resources – money, people, assets

You will manage and support:

- 2 Development Co-ordinators, who will focus on:
 - Partnership work and movement building, facilitation and training, and networking.
 - Public and community engagement and Climate Action Hub management.
- 1 Communications & Admin Worker, who will focus on delivering online, virtual and social media provision, maintaining everyday communications inside and outside the partnership, and convening meetings and events.

Accountabilities

- You will be legally accountable to Sheffield Climate Alliance and its trustees, with an additional accountability to the partner organisations within the Climate Action Fund Partnership.
- You will work within and promote the policies and procedures laid down by SCA, including its policies on Equal Opportunities and Diversity, Safeguarding and Grievance.
- You will support and promote the aims and values of SCA to partners, external organisations and the wider public.
- You will take on any other reasonable tasks as required by the SCA trustees and partners.





Person Specification

Criteria	Essential	Desirable
<p>Knowledge & Qualifications</p>	<p>Knowledge of public engagement strategies with measurable outcomes.</p> <p>Knowledge of how the voluntary and community sector works.</p> <p>Knowledge of how social media and the web can be used to influence.</p>	<p>Knowledge of the issues around climate change.</p> <p>Knowledge of how carbon reductions can be achieved.</p> <p>Knowledge of how the voluntary and community sector works <u>in South Yorkshire</u>.</p>
<p>Skills & Experience</p>	<p>Experience of project management.</p> <p>Experience of community development.</p> <p>Experience of public engagement strategies.</p> <p>Experience of working with multiple stakeholders or partner organisations.</p> <p>Experience of line managing staff and volunteers.</p> <p>Experience of report writing.</p> <p>Confident using commonly-used software, including word processors, spreadsheets and cloud-based file sharing.</p> <p>Ability to manage time, workload and priorities effectively and independently, and delegate as required.</p>	<p>Experience of reporting to a board of trustees.</p> <p>Experience of managing <u>large grant-funded</u> projects.</p>





<p>Interpersonal & communication skills</p>	<p>Excellent interpersonal and communication skills.</p> <p>Able to communicate effectively at many levels - written, verbal - to individuals, voluntary organisations and decision makers.</p> <p>Ability to motivate and inspire.</p>	
<p>Responsibility for finances & resources</p>	<p>Experience of working within a budget and associated reporting.</p> <p>Experience of working alongside a treasurer.</p>	<p>Experience of reporting to and liaising with funders.</p> <p>Experience of managing a project with a budget of over £100,000.</p>
<p>Planning, service development & innovation</p>	<p>Experience of funding bid development.</p>	

