



Vacancies

Sheffield Climate Alliance and our partners across South Yorkshire are looking for new people to join our team to deliver an ambitious National Lottery funded Climate Action Fund pilot scheme.

Sheffield Climate Alliance facilitates collaborative work between businesses, trade unions, faith bodies, community-based organisations, student groups and schools, and the general public. We believe that together, we can increase understanding of the causes and effects of climate change and the just solutions to it, and take action to reduce, adapt and build resilience to its effects.

Development Coordinator (Public engagement lead) 0.8fte, £22,364 pro rata

Can you rise to the challenge of creating a creative programme of public engagement and listening exercises? Can you work closely with our existing partnership coordinator to help partners establish a 'hub' for climate action across South Yorkshire- and innovate to achieve this despite the restrictions of Covid 19? If you are a creative, self motivated individual, passionate about engagement, and with experience in project and events work, this could be the role for you.

Communications & Admin Assistant, 0.6fte, £18,500 pro rata

Could you provide efficient admin back up to the team, whilst helping create innovative opportunities for public engagement at a distance? If you are organised, great at social media and digital comms, and have a passion for our work, we want to hear from you.

Sheffield Climate Alliance strives to be a flexible, supportive employer. We benchmark employee salaries against rises in the Living Wage Foundation rate, and provide annual salary progression through incrementals on a salary scale, subject to funding. The Development Coordinator and Comms & Admin Assistant roles are available either as self-employed or employed positions, and are funded until March 2022 with the intention to extend subject to funding. The work can be done from home, and outside the current Covid restrictions, we provide desk space in a Sheffield city centre shared workspace. The roles require considerable flexibility in availability, including some evening and weekend work.

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

Interview dates:

Fri 20th November (Communication and Admin Assistant)

Fri 27th November (Development Coordinator)

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 either of the roles contact rachael@sheffieldclimatealliance.net





Communications & Admin Assistant, 0.6fte, £18,500 pro rata

Role Specification

Main tasks:

Task	Description
1.	Be the first point of contact for Sheffield Climate Alliance (SCA), monitoring enquiries by email or phone, and forwarding appropriately, ensuring that a response is received.
2.	Send regular email mailings to those on the SCA email list, and update contact details on the mailing list as required.
3.	Website maintenance and development.
4.	Oversee social media (in collaboration with volunteers).
5.	Administer and support meetings and events.
6.	Produce materials for public listening and consultation, and collate results from these.
8.	Office communications and record keeping.
9.	Fulfil other duties as may be required.

Person Specification

Skills/Experience	Essential/ desirable
Have the right to work in the United Kingdom.	e
Administrative experience, including email, ICT skills, telephone.	e
Either experience of using Mailchimp, or the ability to learn quickly	e
Either experience of maintaining a website using Wordpress or similar; or the ability to learn quickly.	e
Strong social media skills in an organisational context.	e
Good interpersonal skills.	e
Commitment to working for a safe climate and to principles of climate justice.	e
Ability to work in an organised way, manage your own time and seek support as appropriate.	e
Ability to work from home or in informal spaces and to be available for some evening and weekend commitments.	e





Development Coordinator, 0.8fte, £22,364 pro rata

Role Specification

Main tasks:

Task	Description
1	Engage with a wide variety of communities, partners, and stakeholders to develop a vision of a low-carbon South Yorkshire
2	Create a creative programme of public engagement and listening exercises
3	Develop an information 'hub' for climate action, including digital, face-to-face, and other approaches to engage the wider general public in reducing carbon emissions through inspiring and modelling positive change and increasing understanding of the impacts of climate change.
4	Share learning internally and publicly including via online portal.
5	Oversee and develop ways in which physical spaces can be utilised as a hub or hubs for climate action, which could include venue management and programming, pop-ups/ stalls.

Person Specification

Skills/Experience	Essential/ desirable
Have the right to work in the United Kingdom.	e
Experience of creative public engagement	e
Excellent IT and digital skills	e
Ability to work with a wide variety of groups and individuals	e
Experience of creative/ arts project management	e
Good interpersonal skills, including ability to work in a team and report to a manager	e
Commitment to working for a safe climate and to principles of climate justice.	e
Ability to work in an organised way, manage your own time and seek support as appropriate.	e
Ability to work from home or in informal spaces and to be available for some evening and weekend commitments.	e
Experience of behaviour change projects	d
Experience of facilitation, teaching or training	d
Experience of socially engaged arts practice	d

