

## **JOB DESCRIPTION**

<b>JOB TITLE</b>	<b>Climate Action Middlesbrough Coordinator</b>
<b>SALARY BAND</b>	MEC Band 10 (£25,124 to £27,056)
<b>HOURS</b>	37 hours per week (Monday to Friday) Work outside normal office hours will be required for which time off in lieu will be granted.
<b>RESPONSIBLE TO</b>	Director
<b>RESPONSIBLE FOR</b>	Project officers (x2)
<b>LOCATION</b>	MEC, Sandy Flatts Lane, Acklam, Middlesbrough. TS5 7YN Travel around the local area will be required as may travel in the UK from time to time.
<b>JOB PURPOSE</b>	To coordinate the delivery of the Climate Action Middlesbrough project, including day to day management and some aspects of project delivery.

### **MAIN DUTIES AND RESPONSIBILITIES**

- To take day to day responsibility for the management of the Climate Action Middlesbrough project, including liaising with partners, and supervising the Climate Action Middlesbrough Projects Officers.
- To coordinate and expand the delivery partnership, and in particular to manage the relationship with the formal funded partners (Actes, Tees Valley Wildlife Trust, Hemlington Linx and The Other Perspective).
- To take day to day responsibility for the management of the relationship with the National Lottery Community Fund, including reporting on progress, financial claims and contributing to programme wide activities.
- To set up and coordinate a People's Climate Action Forum and support other partners in the formation and functioning of a Young People's Climate Action Forum.
- To coordinate the day to day delivery of the project, in line with the Delivery Plan, to ensure that the identified outcomes are met.
- To deliver specific aspects of the project as identified by the Partnership and as agreed by the Director, including the provision of training and awareness-raising sessions.
- To manage the project budget on a day to day basis.
- To manage the project evaluation on a day to day basis, liaising as necessary with the evaluation provider.
- Working with the Director, to work with strategic partners to ensure action on climate change is built into strategies and work plans.
- To contribute to the national programme of the Climate Action Fund, including developing a social movement and joint learning and dissemination opportunities.

In addition to these duties, all staff are expected to:

- Demonstrate and uphold MEC's core values: innovative; challenging; flexible; empowering, supportive; cooperative; inspirational; and adaptable.
- Assist with other aspects of MEC's work as appropriate and such other duties in keeping with the general aims of the post as may from time to time be determined by the Director.
- Ensure that the requirements of the company's Health and Safety policies and procedures are practised and observed.
- Ensure that the requirements of the Company's Equal Opportunities, Environment and Data Protection policies and procedures are practised and observed.
- Attend training as required to continue to undertake and develop the role effectively.

- Contribute to Middlesbrough's Public Health agenda, through developing a basic understanding of Public Health issues and signposting to local health improvement services. Appropriate training will be provided.
- As this post involves work with children and vulnerable groups, any appointment will be subject to a Disclosure under the Disclosure and Barring Service.

## PERSON SPECIFICATION

### JOB TITLE: Climate Action Middlesbrough Coordinator

Main Attribute	Detailed Attribute	Essential	Desirable
Qualifications	Good general education	✓	
	Qualification in a relevant subject		✓
	PETALLS or other education qualification		✓
Knowledge & Experience	Sound understanding of climate crisis issues	✓	
	Previous experience of engaging communities in environmental initiatives and campaigns	✓	
	Experience of managing initiatives involving a range of partners		✓
	Understanding of whole system approaches to addressing complex issues		✓
	Delivery of training and/or awareness raising programmes		✓
	Project evaluation		✓
	Financial management experience		✓
Personal Attributes	Personal enthusiasm to tackle the climate crisis	✓	
	Excellent organisational skills	✓	
	Excellent written and verbal communication skills	✓	
	Ability to work as part of a team	✓	
	Ability to organise and prioritise workload and work on own initiative	✓	
	Ability to work under pressure and ensure deadlines are met	✓	
	Ability to find solutions to administrative problems	✓	
	Ability to maintain accurate records and filing systems	✓	
	Ability to produce clear reports	✓	

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