

JOB DESCRIPTION

JOB TITLE	Climate Action Middlesbrough Project Officer
SALARY BAND	Grade 7. £19,809 - £21,332 (pay award due April 2021)
HOURS	37 Hours per week. Work outside normal office hours will be required for which time off in lieu will be granted.
RESPONSIBLE TO	Climate Action Middlesbrough Coordinator
RESPONSIBLE FOR	N/A
LOCATION	Middlesbrough Environment City, Sandy Flatts Lane, Acklam, Middlesbrough, TS5 7YN
JOB PURPOSE	The post holder will engage Middlesbrough communities in taking action to address the climate crisis. The project will work with partner organisations and the wider community to develop community leadership and support changes locally including at policy, environmental, community and individual level. The post is funded by the National Lottery Community Fund Climate Action Fund.

Main Duties and Responsibilities:

- To support the community voice in the development and delivery of actions to address the climate crisis in Middlesbrough, specifically through the development of a People's Climate Forum, linked to the delivery of Middlesbrough's Green Strategy.
- To support other partners in the project to engage with young people and increase participation within the Climate Action Middlesbrough programme, ensuring that young people create opportunities within the programme as well as influencing others to take positive action, including through the development of a Young People's Climate Forum.
- To help build a social movement through a combination of education, awareness-raising, increased involvement and connectedness and delivery of practical projects, using a range of behaviour change strategies to create long-term cultural change.
- To support the Climate Actions Coordinator to facilitate community conversations gaining deeper insight into the aspirations and assets within communities.
- To support work with external partners and stakeholders, including Middlesbrough Council's Environmental Sustainability Manager, to ensure a close alignment and mutually supportive approach to delivering the Green Strategy in Middlesbrough.
- To work with other MEC teams and projects to ensure a coordinated approach to the delivery of community sustainability initiatives in Middlesbrough.
- To co organise /facilitate events/ activities and networking sessions to broaden engagement in Climate Action Middlesbrough and deliver a range of community-led sustainability initiatives.
- Support the collection and maintenance of accurate information systems of records and activities.

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

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Main Attribute	Detailed Attribute	Essential	Desirable
Qualifications	Good general education, including Level 2 or equivalent in English and Mathematics.	✓	
	A qualification in an environmental sustainability discipline.		✓
	Driving Licence (however, we encourage work travel by sustainable means as a priority).		✓
	PTLLS adult education award.		✓
Knowledge and Experience	Experience of supporting communities in developing sustainable living initiatives.		✓
	Experience of giving communities a voice in decision-making.		✓
	Experience of monitoring and evaluation of projects and initiatives.		✓
	Computer literate, with knowledge of packages such as Microsoft Word, Excel & Powerpoint.	✓	
	Experience in planning and organising events.		✓
	Enthusiasm for tackling the climate crisis through a community-led approach.		✓
Personal Attributes	Excellent written and verbal communication skills.	✓	
	Commitment to a partnership approach to addressing complex issues, particularly tackling the climate crisis.	✓	
	Commitment to supporting individuals and communities to make achievable changes to healthier and more sustainable lifestyles.	✓	
	Organisational skills and ability to use initiative to successfully plan workload for self and others and meet agreed objectives.	✓	
	A commitment to continuing education.	✓	
	Able to work as part of a multi-disciplinary team, valuing the contribution of others and understanding the opportunities to increase impact through working together.	✓	