

## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Climate Action Middlesbrough Project Officer</b>
<b>SALARY BAND</b>	Grade 7: £22,281 – 23,858 (pay award pending April 2024)
<b>HOURS</b>	37 Hours per week – fixed term until Sept 2025. Work outside normal office hours will be required for which time off in lieu will be granted.
<b>RESPONSIBLE TO</b>	Climate Action Middlesbrough Project Coordinator
<b>RESPONSIBLE FOR</b>	N/A
<b>LOCATION</b>	Middlesbrough Environment City Sandy Flatts Lane, Acklam, Middlesbrough, TS5 7YN
<b>JOB PURPOSE</b>	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:

- Be passionate and enthusiastic about Climate Action Middlesbrough’s capacity to bring about change. Share this passion and enthusiasm and inspire it in others.
- Bring together individuals, groups and communities and share Climate Action Middlesbrough message via the People’s Forum. Find interesting and engaging speakers who can bring other perspectives to the forum members. Manage the forum membership mailing list.
- Oversee the Climate Action Middlesbrough’s awareness raising campaigns, linking in with partners and Middlesbrough Environment City’s social media officer to ensure a wide reach and good engagement.
- Lead on a project-wide summer event with support from the Project Coordinator and Steering Group.
- Engage communities in order to increase the number of journeys made sustainably. Work closely with external partners to increase the use of Middlesbrough’s extensive cycle route network. Run a campaign linked to Cycle To Work Week or similar.
- Make connections. Use education, awareness raising and practical projects to create a social movement committed to long term behavioural and cultural change. Be tenacious in fostering new relationships – quiz and question, encourage opinions, gain pledges and ensure ongoing involvement by asking for contact details.
- Play an active role in spreading Climate Action Middlesbrough’s aims, objectives and strategies via our various social media channels.
- 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.

- Gain a sound knowledge of other MEC teams and projects. Ensure that your work for Climate Action Middlesbrough draws on their expertise and at the same time, promotes their aims & objectives.
- Actively record the fantastic work that Climate Action Middlesbrough does – including reports, feedback, photos & videos, questionnaires and quantitative data. Contribute to the quarterly report for our funder, The National Lottery.

**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

### Climate Action Middlesbrough Project Officer

Main Attribute	Detailed Attribute	Essential	Desirable
Qualifications	Good general education, including Level 2 or equivalent in English and Mathematics.	✓	
	Driving Licence (however, we encourage work travel by sustainable means as a priority).		✓
	Anything related to the following: Cycling or sustainable travel Event management Marketing or communication		✓

Knowledge and Experience	Experience of supporting communities or engaging with people, either individually or in groups	✓	
	Experience in planning and organising events.		✓
	Experience of monitoring and evaluation of projects and initiatives.		✓
	Computer literate – Outlook, Word, Excel, Internet	✓	

Personal Attributes	Enthusiasm for tackling the climate crisis through a community-led approach.	✓	
	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.	✓	