

Roles and Responsibilities

Keep Northern Ireland Beautiful

KEEP
NORTHERN
IRELAND
BEAUTIFUL

General Information

Job Title	Climate Action Coordinator
Employed by	Keep Northern Ireland Beautiful
Reporting to	Operations Manager
Job Purpose	Develop, deliver and report on a range of environmental education, training and assessments effectively integrate these into the organisation's wider programmes.
Hours of Business	Core hours 9am - 5pm
Location	Belfast Office/Home-based and NI Wide
Hours per week	30 - 37.5 hours
Salary	£26,000 Full-time
Term	Temporary to March 2021 with extension subject to on-going funding
Closing Date for Applications	Friday 18 th September 2020
Interview Date	Friday 25 th September 2020
Interview Location	Due to the current pandemic interviews are expected to be held on-line.

JOB PURPOSE

Keep Northern Ireland Beautiful's strategic plan 2020-2015 states that we must go further faster together in making transformational changes that deliver sustainable lifestyles for all in our society. The Climate Action Coordinator (CAC) will provide professional support services on climate action. The role will predominantly provide externally-facing services and will have an element of internally facing policy, research and advice.

The CAC will play a key role in the development and delivery of high quality climate action services. The CAC will engage with various audiences and carry out research and sector analysis to identify needs/opportunities and to develop and deliver marketable solutions, products and services (including commercial services). These will be adaptable to both on-line and face to face modes of delivery.

AUTHORITY

All staff are expected to:

- Commission work only in line with company procedures, and obtain best value at all times.
- Refer any media interest or potential news stories to their line manager.

- Operate within the organisation's policies and procedures at all times.
- Only commission marketing channels in line with those agreed by the Chief Executive.

DUTIES AND EXPECTED OUTCOMES

A. Business Services and Development

- Develop and deliver learning and behaviour change training services, including Carbon Conversations and Carbon Literacy, for a variety of audiences.
- Work with colleagues and key partners to develop and implement our climate action services.
- Develop and maintain customer relations for prospective clients.
- Work with colleagues and key partners to develop new markets for our existing portfolio of products and services.
- Work with colleagues and key partners to develop new products and services, for example sector based climate action networks, alignment of organisational goals with the SDGs, area-wide emissions mapping etc.
- Deliver climate action consultancy services, including Carbon Management Plans and Climate Change reports.
- Work to departmental budget.
- Reporting as required both internally and to funders.

B. Policy and Advice

- Keep abreast of national and international climate change and related policy and contribute to KNIB's sustainability and climate action positioning and messaging.
- Foster and maintain positive working relationships with private/public/voluntary sector organisations and key influencers.
- Contribute to the organisation's Environmental Audit activities and assist with the production of our own inaugural annual climate change report.

C. General

- Work with colleagues in the annual planning processes to prepare and monitor work-plans, budgets and performance indicators.
- Undertake such work as may be determined from time to time up to or on a level commensurate with the main responsibilities of the post.
- To develop and maintain close communications with team members to ensure the maximum flow of information, understanding and ideas.
- To familiarise, develop and adhere to all internal policies and procedures.
- To ensure compliance with the Health and Safety policy.
- To observe the Equal Opportunities Policy.

- This is not to be viewed as an exhaustive list of duties, rather, the key elements of the expected workload of the Climate Action Coordinator.

PERSON SPECIFICATION

Qualifications, skills and experience

Essential

- A relevant degree level qualification eg environmental /carbon management systems, environmental auditing, climate change, or at least two years' demonstrable equivalent experience.
- One year's experience in data gathering, analysis and interrogation, reporting preferably focused on climate change/carbon literacy/energy monitoring/environmental auditing.
- One year's experience of establishing and maintaining strong and lasting partnerships and effective working relationships with all partners, stakeholders and external organisations.
- Two years' experience of concisely communicating complex information in various formats to a range of audiences, especially for training and learning purposes.
- One year's experience of project and/or programme development and delivery.
- Full current driving licence and/or access to a suitable means of transport to enable you to carry out the duties and responsibilities.

Desirable

- Experience of carbon and ecological footprinting.
- Experience of working with various organisations from an external perspective.
- Membership of a relevant professional organisation.
- Experience of environmental assessments or surveys (eg ISO14001, ISO14064).

Knowledge & Understanding

Essential

- Knowledge of climate change issues and the Northern Ireland context.

Desirable

- An understanding of how central and local government is administered and its services delivered.
- Keen analytical skills.
- Knowledge of the business sector.

Personal Qualities

Essential

- Ability to work independently and as part of a team.
- Enthusiastic belief in partnership working and ability to innovate.

- Problem solving, taking decisions and being accountable come naturally
- Professional and confident manner.