



The Carbon Literacy Project

Local Authorities Coordinator Job Description

Role Summary:

The role of the Local Authorities Coordinator is to lead on the acceleration and implementation of Carbon Literacy training throughout the local government sector.

This is a varied, fast-paced role, which includes communications and advocacy, project management, research, training material development, stakeholder engagement, partnership building, data analysis, organising and hosting events, and internal team support.

The position would suit an organised, strong communicator with an interest and understanding of the role of local government in helping the UK to reach net zero. You will have the opportunity to shape a Carbon Literacy Toolkit used by hundreds of councils across the UK to reduce their carbon emissions and will see a direct impact of your work.

Role Title:	Local Authorities Coordinator
Team:	Sector Toolkit Team
Responsible to:	Head of Advocacy
Rate:	FTE range: £25,000 - £30,000 (dependent on experience)
Hours:	This is a full-time role Our usual working day is 9:30 to 17:30 This is a freelance role, so working hours are flexible
Location:	We offer the choice of working from our Manchester office, hybrid or remote working. You may be required to travel to Manchester or other locations for key events
Application Deadline:	9am on the 18 th October 2023

About The Carbon Literacy Project:

The Carbon Literacy Project is a multi-award winning, globally unique climate change project founded in Manchester. It is a registered charity (No 1156722) and is run on behalf of its trustees (The Carbon Literacy Trust) by founders Cooler Projects CIC. The Carbon Literacy Project is based at Manchester Metropolitan University's Innospace. Carbon Literacy offers a unique and flexible framework for a day's worth of highly relevant climate change learning, and with large-scale take-up across the UK and Europe, over 72,452 learners have now been certified as Carbon Literate.

Carbon Literacy learning and certification covers the essentials of climate change, carbon footprints, how an individual can 'do their bit', and why it is relevant from an individual to organisational level. Carbon Literacy is aimed at three distinct audiences – those that live, those that work, and those that study. As the accreditation body, this enables The Carbon Literacy Project to capture all audiences in its aim to offer every citizen Carbon Literacy training. We actively work to create low-carbon culture change by directly advocating for the delivery and uptake of Carbon Literacy training and support organisations, trainers and individuals to do so. We work closely with local authorities, enabling them bridge the gap between climate policy and climate action to support the UK's decarbonisation.

Relevance for Local Authorities:

With a third of the UK's carbon emissions directly affected by local authorities, and up to 80% within their scope of influence, local authorities have an essential role to play in the UK's decarbonisation. For this reason, alongside a writing group of local government professionals, the Carbon Literacy Project has co-created the Local Authorities Toolkit; a suite of adaptable Carbon Literacy training materials designed for a local government audience. The Toolkit embeds climate action at all levels in councils; enabling cross-departmental knowledge building, collaboration and empowerment to achieve net zero targets. Training should be delivered to all colleagues, ensuring an organisation-wide, low-carbon culture that drives behaviour change and emissions reduction.

The role of the Local Authorities Coordinator is to develop and disseminate the Local Authorities Toolkit, maximising the uptake and implementation of Carbon Literacy training throughout the sector. With hundreds of councils using the Toolkit, your role will be to support them to ensure their Carbon Literacy training programmes have the greatest impact. This involves managing a busy inbox of enquiries and regular meetings to pitch Carbon Literacy to new councils. We update the Local Authorities Toolkit every 6 months. You will need to keep up-to-date with the latest climate science and policy, and how this relates to UK local government, ensuring the Toolkit is always up-to-date, relevant and impactful.

Responsibilities and Duties:

CL: Carbon Literacy

- To directly advise and support local authorities to deliver Carbon Literacy training
- To proactively deal with leads and enquiries from interested local authorities, training providers and networks
- To build momentum in the sector by creating newsletters, case studies and testimonial content, wider comms, networking platforms and tapping into existing networks
- To research and develop learning materials in line with the latest climate change science, policy and local government case studies
- To advocate for Carbon Literacy via online and physical events, and to initiate interest where it is not already present
- To record and showcase data on Carbon Literacy training by local authorities.
- To develop training support material
- To support and grow existing training networks
- To build on the success of local authorities who are already delivering Carbon Literacy training
- To contribute to wider team administration and development tasks
- To support further development of the Toolkit, including the development of new courses.
- To support place-based Carbon Literacy training initiatives led by local authorities

Skills and experience:

Essential

- Knowledge and understanding of the local government sector, its challenges and role in the UK's decarbonisation
- Passionate about taking action to mitigate climate change (especially the role of local government)
- Strong organisational and administrative skills
- Experience managing projects
- Clear and confident communication and presentation skills
- Experienced in building stakeholder relationships
- Able to work well as part of a small team to achieve shared outcomes
- Able to work autonomously

Desirable

- Experience working in or with local government, particularly in the field of climate change
- Certified as Carbon Literate
- Experience volunteering or working with a charity, particularly in the field of climate change
- Experienced in advocacy or sales
- Strong data and analytical skills

Person specification:

- Passionate and knowledgeable about the role of local government in the climate crisis
- Comfortable working in a dynamic, varied and fast-paced environment

- Comfortable working autonomously and as part of a team, managing several competing projects simultaneously
- Familiarity with Microsoft suite, CRM software (such as salesforce), Adobe, and Mailchimp

The Carbon Literacy Project is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of flexible working arrangements to support people from different backgrounds. We particularly encourage applications from ethnic minorities in the UK, as well as those from working class backgrounds, and those with disability, who are currently under-represented within The Carbon Literacy Project and the wider environmental sector.

Application process

Please apply using this [form](#). There is a section to attach a CV. Please don't attach a cover letter as this information is covered within the form.

If you have any questions, please email localauthorities@carbonliteracy.com.

All information will be treated in strictest confidence and used only within The Carbon Literacy Project and its associated projects. Information will be stored electronically. No information will be passed on or contact made with any third party without your permission.