

## Job Description

**Job title: Climate Action Co-ordinator**

**Faculty/Directorate: Corporate Services**

**Grade: D**

**Salary £26,707.00**

**Full time: 37 hours per week**

**Fixed term: 33 Months**

	Duties of the role
<b>Overall purpose of the role</b>	<p>De Montfort University is working in partnership with five community organisations to deliver an exciting 3-year project funded by The National Lottery Community Fund (Climate Action Fund) in Leicester. Together, the partners have developed the new <i>Leicester Environmental Action &amp; Future</i> (LEAF) partnership project to serve diverse and disadvantaged communities across Leicester to engage them in achievable and relevant climate action activities.</p> <p>LEAF supports DMU's United Nations Academic Impact Hub Chair status for Sustainable Development Goal 11 (Sustainable Cities and Communities) by empowering grassroots organisations to lead climate action from the ground up, ensuring the agenda is inclusive, locally relevant, and co-created. The project is funded by The National Lottery Community Fund Climate Action Fund. LEAF aims to establish and develop a collaborative Climate Action Hub, co-designed by the five community partners and DMU staff to foster long-term civic engagement, knowledge exchange, and sustainable practice.</p> <p>DMU's role includes project management, facilitation and support with training, research, resource sharing, organisation of quarterly events, evaluation and sharing good practice. Each partner has a programme of agreed activities, deliverables, outcomes and associated budget over the 3-years of the project.</p> <p>To support DMU's role in delivering the project, we are recruiting a LEAF Climate Action Co-ordinator to work alongside the Climate Action Officer and Project Manager to support administration, communications and to be a point of contact for the project.</p> <p>The postholder will be a key member of the Sustainable Development Goal Hub (SDG Hub) team at DMU, and as well as working with the LEAF partners and DMU staff team, will work alongside 3 freelance consultants engaged to support the project with specialist knowledge in evaluation, organisation development and PR and communications.</p> <p>The postholder will be based within the DMU Sustainable Development Goal Hub in Heritage House on the university campus, but will have opportunities to meet, visit and work with the five community partners at their centres.</p> <p>Key elements of the role will include:</p> <ul style="list-style-type: none"> <li>Supporting the organisation of training sessions for LEAF partners and staff</li> <li>Supporting administrative tasks associated with partner's development of community-led climate activities</li> <li>Organisation and administration of quarterly LEAF events and other project meetings</li> </ul>

	Duties of the role
	<p>Supporting the organisations with communications, collecting and sharing data and information</p> <p>Sharing and dissemination of good practice, training toolkits, reports and case studies</p> <p>Supporting DMU and partner staff with collection of information required for funders' reports</p> <p>General administration duties for the LEAF Project Manager, Academic Lead and project partners</p> <p>The Climate Action Co-ordinator will be a key member of the SDG Hub team at DMU and will work closely with the hub director, DMU's Education for Sustainable Development Academic Lead and The National Lottery Community Fund's Climate Action Officer, and freelance evaluation, organisation development and PR consultants to support the partners in delivering their activities across a range of projects and themes. The aim of the project is to make engagement in climate action activities more accessible to diverse communities, offer and cascade training in climate literacy, and to share and promote opportunities to engage with the project to the LEAF partners and other Leicester community organisations and DMU staff and students.</p> <p>The post-holder will offer administrative support for specific projects/activities identified by partners that engage the communities they serve in activities that grow knowledge and enable them to learn about and take actions which have a positive impact on the environment and community health and wellbeing.</p> <p>The postholder will engage with and support the partners with initiatives from initial proposal to delivery and evaluation. The successful candidate will also help to raise the profile of community-led climate action and connect new audiences and networks to the work through helping with organisation of events, social media, and through climate action networks identified by partners and through collaboration with the National Lottery Community Fund's Climate Action Network.</p>
<b>Main duties and responsibilities</b>	<p><b>Engagement:</b></p> <ul style="list-style-type: none"> <li>• Co-ordinate projects from start to finish as part of a team, in a range of engagement areas including planning, delivery, gathering data, measurement of impact, and stakeholder engagement.</li> <li>• Organise and administrate the reporting of activities linked to climate action initiatives as part of the project in line with The National Lottery Community Fund terms and conditions of funding</li> <li>• Support the Associate Director and Education for Sustainable Development academic lead by data-gathering, communications and PR.</li> <li>• Help to create materials to promote opportunities to different communities through various forms of engagement, including the development of communications and marketing materials (e.g. posters, flyers, etc.), emails, and utilising social media.</li> <li>• Support both community partners and DMU academics in identifying and shaping learning and engagement opportunities across the four DMU faculties, including student volunteering.</li> <li>• On occasion, the post holder may be required to join brief knowledge-share presentations to stakeholders and return any feedback and queries to the management team.</li> <li>• Oversee community and student involvement in opportunities and ensure robust data collection and databasing</li> <li>• Assist in the development of project plans</li> <li>• Work with the UNAI SDG Hub to create associated communications documents and reports, both internal and external</li> </ul>

	Duties of the role
	<ul style="list-style-type: none"><li>• Contribute to regular updates and progress reports as part of wider project management, as required by governance and oversight.</li></ul> <p><b>Reporting:</b></p> <ul style="list-style-type: none"><li>• Help the team monitor activity to ensure broad representation, by collecting data from individual projects and events to support the creation of impact evidence.</li><li>• Administer contact and stakeholder databases, ensuring that information is accurate and up to date.</li><li>• Provide accurate and timely information as required, including reports and basic statistical analyses.</li><li>• Keep up-to-date records of all activities and work with LEAF partners to collect data they need to submit for funder and project reports.</li></ul> <p><b>General:</b></p> <ul style="list-style-type: none"><li>• Liaise with internal and external stakeholders to facilitate the development and longevity of positive relationships.</li><li>• Help the team monitor budgets effectively and support the administration of financial processes. This will include the processing of invoices, expenses, and procurement requests as required.</li><li>• Update management on expenditure and provide reports as requested.</li><li>• Act as the first point of contact for queries, responding in a timely, polite, and professional manner at all times.</li><li>• Perform any other duties commensurate with the job grade as reasonably required from time to time.</li></ul> <p><b>Equality:</b></p> <p>Treat all DMU staff, students, contractors, and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity, and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.</p> <p><b>Environmental:</b></p> <p>The post holder is required to minimise environmental impact in the performance of the role, seek to promote environmental sustainability within the area of responsibility, and actively contribute to the delivery of the DMU Environmental Policy.</p>

# Person Specification

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Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
<b>Qualifications &amp; Training</b>	Educated to Degree level, or equivalent experience.		Desirable	X			X
	An additional qualification in a related area (Project management, SDG Module in degree etc.)		Desirable	X			X
	Knowledge of Sustainability and the UN Sustainable Development Goals		Desirable	X	X		
<b>Previous Work Experience</b>	Project administration and support in the coordination of a variety of projects and/or events	Essential		X	X		
	Experience in liaising with a wide range of variety of stakeholders with different needs, demands and expectations	Essential		X	X		
	Experience in administration of financial data		Desirable	X	X		
	Experience in maintaining a database of contacts and stakeholders	Essential		X	X		
	Experience of organising and administration of meetings and events		Desirable	X	X		
	A proven record of working to deadlines and achieving agreed targets and outcomes		Desirable	X	X		
	Experience in student/staff/or community engagement	Essential		X	X		
<b>Specific Knowledge/Skills /Abilities/ Motivation/ Attitude Required</b>	Ability to communicate effectively, both verbally and in writing, to a variety of stakeholders	Essential		X	X	X	

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
	Knowledge of diverse communities and challenges and inequalities they may face	Essential		X			
	Evidence of strong administrative skills with the ability to manage multiple activities and prioritise workloads effectively	Essential		X	X	X	
	Experience of creating case studies and content for different social media platforms to communicate project successes and good practice	Essential			X		
<b>Additional Requirements</b>	Working knowledge of use of Microsoft Word and Excel Spreadsheets	Essential			X		
	Ability to maintain confidentiality	Essential		X			
	Accuracy and attention to detail	Essential		X			
	Self-motivation and the ability to work on own initiative, as part of a team, and to high standards of delivery	Essential		X			

**\*A = Application Form; I = Interview; T = Test; D = Documentary Evidence**