

Person Specification

Job title: Climate Action Officer

Faculty/Directorate: DMU UNAI SDG 11 Hub

Grade: E

Salary: £32,080

Full time: 37 hours per week

Fixed Term: 33 months

	Duties of the role
Overall purpose of the role	<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 & Future</i> (LEAF) partnership hub project to serve diverse and disadvantaged communities across Leicester to engage them in achievable and relevant climate action activities and learning.</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 deliver the project, we are recruiting a Climate Action Officer with experience of co-ordinating and supporting training and development of community-led climate action or sustainability projects. The postholder will take a lead on organising quarterly events, meetings, communications, collecting and sharing data and collecting evaluation information from partner organisations for review and reporting, and support the development and dissemination of training tools and leading training sessions, pulling together project and funder reports and identifying networks to share good practice and other positive outcomes of the project.</p> <p>The Climate Action Officer will be a key member of the Sustainable Development Goal Hub (SDG Hub) team at DMU and will work closely with the Climate Action Co-ordinator, the hub director and DMU's Education for Sustainable Development academic lead. As well as working with the LEAF partners and DMU staff team, the post-holder 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>

	Duties of the role
	<p>Key elements of the role will include:</p> <ul style="list-style-type: none"> • Supporting LEAF partners with development, delivery and evaluation of activities across a range of projects, and themes, working to support engagement in climate action and promoting opportunities to community partners, DMU staff and students. • Support and undertake some of the delivery of climate literacy training to LEAF partners and staff. • Support the production and disseminate training toolkits. • Manage specific activities that engage partners in projects that grow knowledge of climate action initiatives from initial proposal to delivery and evaluation. • Ensure monitoring, evaluation and feedback is collected by partners aligned with funder reporting requirements and work with the project manager, academic lead and project support consultants to identify challenges and risks to project deliverables. • Support the organisation and delivery of quarterly LEAF partner events. • The successful candidate will also help raise the profile of community climate action and connect new audiences and networks to the work. • Setting and overseeing tasks for the LEAF Climate Action Co-ordinator
Main duties and responsibilities	<p>Engagement:</p> <ul style="list-style-type: none"> • Help deliver projects from start to finish as part of a small team, in a range of engagement areas including planning, delivery, gathering data for measurement of impact, and stakeholder engagement. • Work with the Education for Sustainable Development academic lead and the SDG Hub Associate Director to support engagement in climate action initiatives • Manage the promotion of opportunities through various forms of engagement, including the development of marketing material (e.g. posters, flyers, etc.), emails, and utilising social media and other methods. • Support both community partners and DMU academics in identifying and shaping new learning and engagement opportunities for climate action. • Deliver training and knowledge-share presentations to stakeholders and return any feedback and queries to the management team. • Oversee wider community involvement in climate action and training opportunities and ensure robust data collection and development of databases • Provide updates and progress reports as required by partners and The National Lottery Community Fund. • Represent the project at internal and external events. <p>Reporting:</p> <ul style="list-style-type: none"> • Monitor project activity to ensure broad representation, by collecting data from individual projects and events. • Oversee contact and stakeholder databases, ensuring that information is accurate and up to date. • Provide accurate and timely information as required, including reports and basic statistical analyses. • Liaise with external consultants working on the project and gather relevant information for reporting <p>General:</p> <ul style="list-style-type: none"> • Hold and build relationships with internal and external stakeholders to facilitate the development and longevity of positive relationships between the SDG Hub team,

	Duties of the role
	<p>the project partners, funder and local and international networks and wider university networks.</p> <ul style="list-style-type: none">• Update the project manager on expenditure and provide reports as requested.• Act as a point of contact for queries, responding in a timely, polite, and professional manner at all times.• Perform any other duties commensurate with the job grade as reasonably required from time to time. <p>Equality:</p> <ul style="list-style-type: none">• 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>Environmental:</p> <ul style="list-style-type: none">• 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.

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Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Qualifications & Training	A first degree or equivalent		Desirable	X			X
	An additional qualification in a related area (Project management, SDG Module in degree etc.)		Desirable	X			X
	Experience of professional practice in community engagement and project delivery	Essential		X			X
	Knowledge of Sustainability and the UN Sustainable Development Goals		Desirable	X	X		
	Proven track record in Project Co-ordination	Essential		X	X		
	Knowledge of Media and Communications methods	Essential		X	X	X	
Previous Work Experience	Experience of working in a higher education establishment		Desirable	X			
	Experience of project co-ordination and evaluation of project outcomes	Essential		X			
	Experience of public-facing events planning		Desirable	X			
Specific Knowledge, Skills, Motivation and Abilities Required	Ability to work well in a large and diverse team	Essential			X		
	A willingness to collaborate with others on projects that promote climate action and relevant learning, research and community activities	Essential			X		

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
	Experience of working with students and working on sustainability projects		Desirable	X			
	Experience of working with community groups on sustainability projects		Desirable	X			
	Ability to write and produce appropriate media and marketing materials	Essential			X		
	Ability to communicate effectively, both verbally and in writing, to a variety of stakeholders and to write and produce appropriate reports for different audiences	Essential			X		
	Self-motivated and able to respond quickly under pressure	Essential			X		
	An imaginative and creative approach to engaging different groups in sustainability issues	Essential		X		X	
	Ability to deliver events that bring people together around common sustainability themes		Desirable	X		X	
	Understanding of budget spreadsheets and monitoring expenditure against budget headings and using relevant software		Desirable	X			
	Knowledge of diverse communities and challenges and inequalities they may face	Essential			X		
	Ensuring that DMU's equalities policy is upheld	Essential			X		
Additional Requirements	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