



## JOB DESCRIPTION

<b>Title:</b>	<b>Head of Policy and Communications</b>
<b>Area of Responsibility:</b>	Policy and Communications
<b>Responsible to:</b>	Chief Executive Officer
<b>Responsible for:</b>	Zero Carbon Britain Hub and Innovation Lab
<b>Contract type:</b>	Fixed Term - Three years
<b>Responsibility Grade:</b>	5
<b>Salary</b>	£41,000 per annum
<b>Location:</b>	CAT site near Machynlleth, Mid Wales
<b>Hours:</b>	37.5 hours per week (1.0 FTE)
<b>Working Days:</b>	Monday to Friday
<b>JD Date:</b>	September 2019

## DESCRIPTION

The **Centre for Alternative Technology (CAT)** is an educational charity demonstrating practical solutions for sustainability covering all aspects of green living: environmental building; renewable energy; woodland management; energy efficiency; and organic growing. It has a unique visitor centre that welcomes tens of thousands of visitors each year and a Graduate School offering postgraduate degrees in sustainability and adaptation, environmental architecture, sustainable food and natural resources, and renewable energy. The organisation also runs short courses and educational visits, offers venue hire, and undertakes research in ways to reduce Britain's environmental footprint via the flagship Zero Carbon Britain project.

CAT is launching a new Zero Carbon Britain Hub and Innovation Lab, supported by the Moondance Foundation. This is a three year project aiming to improve the capacity of councils and communities to turn climate emergency declarations into action and create systemic change in order to increase resilience to climate change. This will be achieved by offering a programme of support aimed at increasing the competence, confidence and effectiveness of policymakers, communities and organisations in developing zero carbon policies and action plans. This support will include: using the Zero Carbon Britain model to provide people with the knowledge to create Zero Carbon Action Plans; delivering Zero Carbon Britain training using a 'train the trainer' model to increase the skills and capacity of communities to take action on climate change; supplying the tools to enable people to turn climate emergency declarations into action; setting up a digital resource hub and online network to provide peer support and increase confidence of individuals and communities to take action on climate change. In conjunction with the Zero Carbon Britain Hub, an Innovation Lab will identify key issues, priorities and tasks; develop ideas that impact on these areas; and create routes into larger scale impact or systems change.

## MAIN PURPOSE AND RESPONSIBILITIES OF THE JOB

The postholder will manage the Zero Carbon Britain Hub and Innovation Lab in order to deliver on the project's outputs, outcomes and impact; and develop and implement policy and communications strategies for CAT;

- To manage and lead the team, so that staff have the motivation and training to deliver the required levels of performance by: providing regular motivational team meetings and one-to-one supervision sessions; inducting team members; setting and monitoring performance objectives; agreeing training and development plans; and handling any performance issues
- To manage the Zero Carbon Britain Hub and Innovation Lab in order to deliver on the project's aims and objectives, outputs, outcomes and impact
- To manage relationships with key stakeholders including funders, policymakers, media and agencies to ensure stakeholder satisfaction
- To develop and implement a policy strategy and plans, in order to successfully influence UK, Welsh and local government policy
- To develop and implement communications strategies and plans, in order to deliver on CAT's organisational strategy and the aims and objectives of the Zero Carbon Britain Hub and Innovation Lab
- To manage the budget effectively to deliver on the aims and objectives of the Zero Carbon Britain Hub and Innovation Lab and develop and implement policy and communication strategies and plans
- To put in place effective systems, policies and procedures for the effective management of the Zero Carbon Britain Hub and Innovation Lab and CAT's policy and communications
- To work with the Head of Development to identify other sources of funding for developing the Policy and Communications , Zero Carbon Britain Hub and Innovation Lab teams
- To be a member of CAT's Senior Management Team and contribute to the overall strategic direction and effective leadership and management of CAT
- Any other appropriate duties as defined by the Chief Executive Officer

<b>PERSON CRITERIA – HEAD OF POLICY AND COMMUNICATIONS</b>			
<b>Description</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Evaluated</b>
<i>Education and Qualifications</i> a. Degree or equivalent b. Qualification in relevant subject e.g. policy, communications, management and/or project management	*		Application form
<i>Knowledge and Experience</i> c. Knowledge of UK, Welsh and local Government policy environment d. At least 3 years experience of influencing policy e. Knowledge of climate change policy f. Experience of managing staff g. Proven track record of successful project management h. Experience working across sectors and professions i. Proven track record of managing relationships with key stakeholders at a high level j. Management of multi-agency groups k. Proven track record of developing and implementing effective communication strategies and plans l. Experience of managing budgets and of reporting to funders m. Strong political awareness	*		Application form and interview
<i>Aptitude and Skills</i> n. Excellent interpersonal skills o. Excellent oral and written communication skills p. Excellent organisational skills and time management skills q. Ability to deliver successfully to deadlines r. Ability to work independently and co-operatively in a team or partnership situation s. Highly developed research skills t. Strong attention to detail u. Ability to communicate in Welsh – written and oral v. Computer literate: Strong IT skills	*	*	Application form, interview and assessment exercise
<i>Personal Attributes</i> w. Capability of demonstrating self-motivation x. Ability and preparedness to work flexibly y. Enthusiastic and proactive z. Self-disciplined and self-reliant aa. Robust and confident bb. Credible at all levels and across sectors and agencies cc. Ability and willingness to maintain absolute confidentiality of sensitive information dd. Commitment to equal opportunities	*		Application form and interview
<i>Circumstances</i> ee. Prepared to travel occasionally to meet post related demands ff. Empathy with ethos and core values of CAT gg. Excellent understanding of environmental issues	*		Application form and interview

It is in your own interest that you are explicit in your application about how you meet the stated criteria and responsibilities of the job. You are encouraged to provide relevant and explicit examples.