



JOB DESCRIPTION

Title:	Project Manager
Area of Responsibility:	Zero Carbon Britain Hub
Responsible to:	Head of Policy and Communications
Responsible for:	External consultants
Contract type:	Fixed Term – 3 years
Responsibility Grade:	4
Salary	£38,000 per annum
Location:	CAT site near Machynlleth, Mid Wales
Hours:	37.5 hours per week (1.0 FTE)
Working Days:	Monday to Friday
JD Date:	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 with support from 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 project manage the Zero Carbon Britain Hub, including leading on the development of the digital resource hub to improve the capacity of councils and communities, to turn climate emergency declarations into action;

- To provide project management for the team and all external associates, thus ensuring that all project activities are properly planned, resourced, monitored and evaluated
- To ensure effective partnership working at both a strategic and operational level and to prepare reports for operational and steering groups
- To liaise and work in partnership with appropriate external organisations, to support the needs of councils and communities to turn climate emergency declarations into action
- To be responsible for project finances and output delivery, ensuring project budgets are monitored on a monthly basis
- To successfully manage project risk through effective analysis, mitigation and contingency planning and maintain control of the project through an effective control process
- To manage external consultants and staff tasked with delivering training and consultancy
- To lead the development and content of a new dedicated Zero Carbon Britain Digital Resource Hub and online peer support network on CAT's website and other platforms (social media, Youtube)
- To develop and deliver ZCB online training in conjunction with the ZCB Training Manager, to build the capacity of councils, communities and organisations to take action on climate change
- To prepare marketing material and publicise the project and its activities
- To put in place effective systems, policies and procedures for the effective management, monitoring and evaluation of the project, in order to deliver on the project's aims and objectives, outputs, outcomes and impact
- To develop a telephone and email advisory service, to provide guidance and support to help councils and communities develop climate action plans, to include: advice, information and signposting.
- Any other appropriate duties as defined by the Head of Policy and Communications

PERSON CRITERIA – PROJECT MANAGER			
Description	Essential	Desirable	How Evaluated
<i>Education and Qualifications</i> a. Degree or equivalent b. Relevant project management qualification	*	*	Application form
<i>Knowledge and Experience</i> c. Knowledge of climate change and sustainability issues d. Knowledge of one or more of the following: websites, help-lines, advisory services, research and policy development e. Proven track record of successful project management f. Experience of managing relationships with key stakeholders g. Experience of online training h. Experience of monitoring and evaluating projects i. Experience of budget management j. Experience of developing information resources k. Experience of monitoring, evaluation and quality standards, and commitment to excellent customer service	*	*	Application form and interview
<i>Aptitude and Skills</i> l. Excellent report writing skills m. Excellent oral and written communication skills n. Excellent organisational skills and time management skills o. Ability to deliver successfully to deadlines p. Excellent research skills q. Strong attention to detail r. Strong IT skills	*		Application form, assessment exercise and interview
<i>Personal Attributes</i> s. Capability of demonstrating self-motivation t. Ability to work effectively as part of a team u. Ability and willingness to maintain absolute confidentiality of sensitive information v. Ability or willingness to learn to write/speak Welsh w. Ability and preparedness to work flexibly	*	*	Application form and interview
<i>Circumstances</i> a. Prepared to travel occasionally to meet post related demands b. Empathy with ethos and core values of CAT c. 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.