



## JOB DESCRIPTION

<b>Title:</b>	<b>Training Manager</b>
<b>Area of Responsibility:</b>	Zero Carbon Britain Hub
<b>Responsible to:</b>	Head of Policy and Communications
<b>Responsible for:</b>	External Trainers
<b>Contract type:</b>	Fixed term - Three years
<b>Responsibility Grade:</b>	4
<b>Salary</b>	£38,000 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 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 manage the Zero Carbon Britain Hub training programme, to improve the capacity of councils and communities to turn climate emergency declarations into action;

- To research, develop and deliver high quality ZCB training, including researching the appropriateness of accreditation, branding or licensing of training materials, delivered both at CAT and venues across the UK, to increase the competence, confidence and effectiveness of councils, communities and organisations in developing zero carbon action plans
- To develop and deliver ZCB 'train the trainer' training and development of associated training materials, to build the capacity of communities to take action on climate change
- To develop and deliver ZCB online training in conjunction with the ZCB Project Manager, to build the capacity of councils, communities and organisations to take action on climate change
- To develop and deliver ZCB bespoke training to meet the needs of councils, communities and organisations to take action on climate change
- To organise training including promotion, booking venues, external trainers and administration in order to deliver a high quality training programme
- To put in place effective systems, policies and procedures for the effective management, monitoring and evaluation of the training, in order to deliver on the project's aims and objectives, outputs, outcomes and impact
- Any other appropriate duties as defined by the Head of Policy and Communications

<b>PERSON SPECIFICATION – TRAINING MANAGER</b>			
<b>Description</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Evaluated</b>
<i>Education and Qualifications</i> a. Degree or equivalent b. Training qualification	*	*	Application form
<i>Knowledge and Experience</i> c. Knowledge of climate change and sustainability issues d. Proven track record of managing, developing and delivering effective training programmes e. Experience of managing relationships with key stakeholders f. Experience of online training g. Experience of monitoring and evaluating training	*		Application form and interview
<i>Aptitude and Skills</i> h. Excellent presentation skills i. Excellent oral and written communication skills j. Excellent organisational skills k. Excellent research skills l. Strong attention to detail m. Computer literate: MS Word and Excel, email and internet	*		Application form, interview and assessment exercise
<i>Personal Attributes</i> n. Capability of demonstrating self-motivation o. Ability to work effectively as part of a team p. Ability and willingness to maintain absolute confidentiality of sensitive information q. Ability to communicate in Welsh – written and oral r. Commitment to equal opportunities	*	*	Application form and interview
<i>Circumstances</i> s. Prepared to travel occasionally to meet post related demands t. Empathy with ethos and core values of CAT u. 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.