



JOB DESCRIPTION

Title:	Innovation Lab Manager
Area of Responsibility:	Zero Carbon Britain Innovation Lab
Responsible to:	Head of Policy and Communications
Responsible for:	External trainers and consultants
Contract type:	Fixed term - Three 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 manage the Zero Carbon Britain Innovation Lab, to improve the capacity of councils and communities to turn climate emergency declarations into action, identifying key issues, priorities and tasks, developing ideas that impact on these areas and creating routes into larger scale impact or systems change, in order to increase resilience to climate change;

- To work with the Zero Carbon Britain Hub Team and External Evaluator, to clarify aims and capabilities, identifying key issues, priorities and tasks the Innovation Lab could help tackle, assessing current and potential innovation capabilities and gaps
- To design the Innovation Team model
- To liaise with the Head of Development to identify other sources of funding for developing the Innovation Team model and building the Innovation Team
- To develop and implement Innovation Lab methodology, piloting and delivering Innovation Labs
- To put in place effective systems, policies and procedures for the effective management, monitoring and evaluation of the Innovation Lab in order to deliver on the project's aims and objectives, outputs, outcomes and impact
- To work with the Graduate School of the Environment and contribute to teaching on the Masters in Behaviour Change and other Masters degrees
- To represent the Innovation Lab externally
- 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 manage external consultants and staff tasked with delivering training and consultancy
- To prepare marketing material and publicise the project and its activities
- Any other appropriate duties as defined by the Head of Policy and Communications

PERSON SPECIFICATION – INNOVATION LAB MANAGER			
Description	Essential	Desirable	How Evaluated
<i>Education and Qualifications</i> a. Degree or equivalent b. Qualification in a relevant subject e.g. management, Theory U etc	*	*	Application form
<i>Knowledge and Experience</i> c. Knowledge of climate change and sustainability issues d. Knowledge of innovation labs e. Proven track record of managing, developing and delivering innovation labs f. Experience of managing relationships with key stakeholders g. Proven track record of monitoring and evaluating projects	*		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 n. Ability to communicate in Welsh – written and oral o. Ability and preparedness to work flexibly	*	*	Application form, interview and assessment exercise
<i>Personal Attributes</i> p. Capability of demonstrating self-motivation q. Ability to work effectively as part of a team r. Ability and willingness to maintain absolute confidentiality of sensitive information s. Commitment to equal opportunities	*		Application form and interview
<i>Circumstances</i> t. Prepared to travel occasionally to meet post related demands u. Empathy with the ethos and core values of CAT v. 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.