

North Yorkshire Climate Coalition

Climate Action Coordinator

APPLICATION PROCESS

We are delighted that you are interested in applying for the role of Climate Action Coordinator with North Yorkshire Climate Coalition

Please find attached a Job Description which sets out more detailed information about the purpose of the role and the skills, experience, and aptitudes we are looking for.

If you would like to speak to someone about the role, please contact Tim Larner who is our Vice Chair at Tim Larner tim.larner@zerocarbonharrogate.org.uk

If you would like to apply for the role, please send the following to chair@zerocarbonharrogate.org.uk

- **CV** containing your full employment history and qualifications
- **A covering letter** explaining why you are suited to the role as set out in the Job Description. Please provide practical examples of your experience of:
 - o Designing and managing effective administrative and information processes and operational delivery
 - o Implementing organisational policies and procedures
 - o Communications involving a range of channels (this could include website, social media, press, writing articles etc)
 - o Working in support of project delivery.
- **Details of two referees** (including your most recent employer). We will only contact them with your permission if an offer is made.

The closing date for applications is Friday **5th April 2024**.

Interviews are planned for Friday 12th April.

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Thank you again for your interest.

Jemima Parker

Chair, Zero Carbon Harrogate (on behalf of the North Yorkshire Climate Coalition)

JOB DESCRIPTION

North Yorkshire Climate Coalition: Climate Action Coordinator

Location: North Yorkshire (Largely homeworking and attendance at in person occasional meetings)

Salary: £28,570 pro rata (£11,428 for 2 days) 2 days. Per week.

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Contract: Fixed term 12-month contract

Please note: This post is being advertised in conjunction with the Zero Carbon Harrogate Climate Action Coordinator role (3 days a week), creating a combined full time 12-month fixed term post if desired)

Background and role purpose

The North Yorkshire Climate Coalition (the Coalition) is currently an informal grouping of local climate action groups operating in their own communities. We cooperate as a Coalition in order to facilitate engagement with policy and political processes, in recognition that, since 2023, local government services are now largely administered at a North Yorkshire level. As we step up to this task, we recognise that our constitution and governance requires fundamental reform. The immediate task is for the Coalition's Steering Group to come to a view about the most appropriate form of structure to adopt. A key input from this post would be to support the Steering Group in achieving corporate status.

We are seeking a creative and flexible person to join our team. As a small, volunteer-led organisation we are looking for someone with a wide range of skills who can act on their own initiative.

Under the overall direction and guidance of the NYCC Steering Group, the purpose of this role is to enable and support smooth day-to-day running of the Coalition with a focus on managing operational processes and procedures, coordinating internal and external communications, and supporting project work to deliver an overall strategy.

This post will be funded by Shared Prosperity Funding, which has been accessed by a local charity, Zero Carbon Harrogate, as the Coalition is not yet a constituted body. Part of the role of the Climate Action Coordinator will be to support the process of becoming a formally constituted organisation and thereby enable us to seek further funding. For the period of the grant, but probably no longer, the Climate Action Coordinator will be employed by Zero Carbon Harrogate.

Key tasks

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Act as lead administrator for all NYCC activities, including setting up meetings, preparing agendas and minutes, assembling member newsletters, liaising with key contacts of the Coalition.

Administer any regulatory requirements, including Charity and/or Company returns.

Build strong relationships with all Coalition members and their key officers;

Organise member conferences as required.

Maintain and develop the Coalition's website and contribute to its more general communications work.

Start to develop a membership database, including details of the projects and regular activities undertaken currently and historically by each member organisation.

Monitor key activities relating to climate change being undertaken by the Council and the Mayoral Combined Authority at an area-wide level.

Co-ordinate consultation responses where the Coalition decides it wishes to be involved.

Maintain a watching brief on Council activities with a potential major climate impact, such as the Local Transport Plan, the development of the replacement Local Plan and key procurement decisions.

Assist the (future) Trustees in the development of a funding bid (or bids) to allow the Coalition to continue to fulfil its role, including the continued operation of this post beyond March 2025.

Role requirements

(E – Essential criteria, D = Desirable Criteria)

	Sections		E/D
1	Skills, knowledge and aptitudes	Awareness of climate change issues	E
		Administration, planning and organising skills	E
		Communication skills – written, verbal, use of different platforms (eg website, social media)	E
		IT skills	E
		Relationship skills working with a range of stakeholders	E
		Budget management skills	
		Knowledge of local press	D
2	Qualifications, training and experience	Administrative/operational delivery experience	E
		Experience working with volunteers	E
		Previous fundraising experience	D
		Communications training/qualifications (e.g. social media, press)	D

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3	Personal attributes	Integrity, empathy, discretion Ability to work independently Flexible and agile thinking and problem solving Commitment to learning and continuous improvement	E E E E
4	Attitude	Commitment to the vision, strategy and goals of the Coalition A positive approach to addressing climate change, building climate resilience and adaptation	E E
5	Special requirements	Provide own workspace and basic equipment eg work desk Able to travel to meetings and events in North Yorkshire Some flexibility in working hours	E E D

Terms and conditions

- **Fixed term contract for 12 months**
- **14 hours (equivalent to 2 days per week). Flexible working including some evening/weekend meetings.**
- **Annual salary £28,570 pro rata (equates to £11,428 for 2 days)**
- The role will be based on home working with some travel to attend events/meetings.
- Annual leave – 20 days plus Bank Holidays/customary days , pro rata for a part time post.
- Expenses incurred on behalf of the Coalition will be reimbursed subject to ZCH policies and approvals; travel expenses will be reimbursed on the basis of the cheapest available public transport fare or at the appropriate rate for mileage established by ZCH
- Pension Scheme with employer contribution of 3%.

Reporting and Support

The Climate Action Coordinator is expected to work independently under the overall direction of the North Yorkshire Climate Coalition Steering Group with day-to-day reporting to the Chair and to individual members of the Steering Group on specific issues as appropriate.

There will be an induction and orientation programme and training will be made available as needed to address skills/knowledge gaps and support learning.

For more information contact Tim Larner, ZCH Vice Chair and North Yorkshire Climate Coalition Steering Group member tim.larner@zerocarbonharrogate.org.uk

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Interviews

Closing date for applications – Friday 5th April 12

Interviews – Friday 12th April