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## APPLICATION PROCESS

### Zero Carbon Harrogate

## Climate Action Coordinator

We are delighted that you are interested in applying for the role of Climate Action Coordinator with Zero Carbon Harrogate.

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](mailto:tim.larner@zerocarbonharrogate.org.uk)

If you would like to apply for the role, please send the following to [chair@zerocarbonharrogate.org.uk](mailto: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 **5<sup>th</sup> April 2024**.

Interviews are planned for Friday 12<sup>th</sup> April.

Thank you again for your interest.

Jemima Parker

**Chair, Zero Carbon Harrogate**

## **JOB DESCRIPTION**

Zero Carbon Harrogate

Climate Action Coordinator

**Location:** Harrogate, North Yorkshire (Hybrid combining homeworking and attendance at local meetings)

**Salary:** £28,570 per year pro rata, (£17,142 for 3 days)

3 days. Per week.

**Please note:** This post is being advertised in conjunction with the North Yorkshire Climate Change Climate Action Coordinator role (2 days a week), creating a combined full time 12-month fixed term post if desired)

**Contract:** Fixed term 12-month contract

### **Job Description**

Zero Carbon Harrogate (ZCH) is the leading climate action group in the Harrogate area working collaboratively to realise a rapid transition to a thriving zero carbon economy. We have recently developed an ambitious three-year plan to expand our activities and impact.

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

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

The successful candidate will be an efficient and enthusiastic motivator with strong communications, fund-raising and planning abilities as well as having excellent organisational and people skills. Prior charity experience is essential and previous involvement in a similar position would be advantageous.

**Note to candidates:** We understand that long lists of criteria can be daunting and that some candidates will not apply for a role unless they feel they are 100% qualified. If you feel you meet at least some of the criteria above, we still encourage you to apply.

### **Responsibilities**

Responsibilities of the role include (but are not limited to):

- Manage smooth and efficient day-to-day operational activity to support delivery of the ZCH strategic plan.
- Support Programme Group Leads and volunteers in the delivery of projects and campaigns, identifying resource gaps and collaborative opportunities with external partners.
- Coordinate Programme Group reports, to support regular progress meetings. Contribute to discussions on shaping and delivering the plan
- Design and implement effective administrative and information processes and manage the practical implementation of policies and procedures
- Raise the profile and work of ZCH by coordinating internal and external communication across different channels (website, social media, press, monthly newsletter), drawing on expertise of ZCH volunteers as needed
- Be the first point of contact for general enquiries to ZCH, passing these to the relevant ZCH members where needed
- Support the organisation of events
- Track overall progress across projects to report to Management Committee meetings
- Oversee the recruitment, management, and retention of volunteers. Keep in touch with volunteers and run development events/briefings
- Work with Trustees to build ZCH's membership base, supporting the development of the Annual Report and arrangement of the AGM as required,
- Co-ordinate grant applications or other funding and write/contribute to bids as appropriate
- Keep up to date with environmental issues locally.

**Role requirements** (E – Essential criteria, D = Desirable Criteria)

	<b>Sections</b>		<b>E/D</b>
<b>1</b>	<b>Skills, knowledge, and aptitudes</b>	<ul style="list-style-type: none"> <li>• Awareness of climate change issues</li> <li>• Administration, planning and organising skills</li> <li>• Communication skills – written, verbal, use of different platforms (e.g., website, social media)</li> <li>• IT skills</li> <li>• Relationship skills working with a range of stakeholders</li> <li>• Budget management skills</li> <li>• Knowledge of local press</li> </ul>	E E E E D D
<b>2</b>	<b>Qualifications, training, and experience</b>	<ul style="list-style-type: none"> <li>• Administrative/operational delivery experience</li> <li>• Experience working with volunteers</li> <li>• Previous fundraising experience</li> <li>• Communications training/qualifications (e.g., social media, press)</li> </ul>	E E D D
<b>3</b>	<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Integrity, empathy, discretion</li> <li>• Ability to work independently</li> <li>• Flexible and agile thinking and problem solving</li> <li>• Commitment to learning and continuous improvement</li> </ul>	E E E E
<b>4</b>	<b>Attitude</b>	<ul style="list-style-type: none"> <li>• Commitment to the vision, strategy, and goals of Zero Carbon Harrogate</li> <li>• A positive approach to addressing climate change, building climate resilience and adaptation</li> </ul>	E E
<b>5</b>	<b>Special requirements</b>	<ul style="list-style-type: none"> <li>• Provide own workspace and basic equipment e.g., work desk</li> <li>• Able to travel meetings and events in the Harrogate area</li> <li>• Some flexibility in working hours</li> </ul>	E E D

**1. Terms and conditions**

- Fixed term contract for 1 year
- 21 hours (equivalent to 3 days per week). Flexible working including some evening/weekend meetings.
- Annual salary £28,570 pro rata (equates to £17,142 for 3 days)
- The role will be based on homeworking with some travel to attend events/meetings.
- Annual leave– 20 days in addition to Bank Holidays/customary days pro rata for part time post
- Expenses incurred on behalf of ZCH will be reimbursed subject to ZCH policies and approvals; travel expenses will be reimbursed based on 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 ZCH Management Committee with day-to-day reporting to the Chair and to individual members of the Committee 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 [tim.larner@zerocarbonharrogate.org.uk](mailto:tim.larner@zerocarbonharrogate.org.uk)

### **Closing date for applications – Friday 5th April**

Interviews – Friday 12th April

### **About ZCH**

Zero Carbon Harrogate is a volunteer-led, registered Charitable Incorporated Organisation.

Following a film viewing of Naomi Klein's 'This Changes Everything - Capitalism vs the Climate' held at the time of the 2015 Paris Climate Change Talks, we felt strongly that

we must do something locally. In January 2016, we formed a climate action group and Zero Carbon Harrogate was born.

We became a Charitable Incorporated Organisation (CIO) in 2020. Under the patronage of Professor Piers Forster (Interim Chair for UK Climate Change Committee and Director of Priestley Centre for Climate Futures), ZCH brings together local businesses, organisations, and residents from diverse backgrounds and with different experiences to support the development of a thriving, low carbon, sustainable economy, and improve the quality of life for those working and living across the Harrogate area.

Together, we aim to:

**EDUCATE** our community on the need for urgent climate action and decarbonisation.

**ENGAGE** collaboratively with organisations and political decision-makers around climate action.

**SUPPORT** individuals, groups, businesses, and other organisations in taking effective climate action.