

# Carbon Co-op

## Neighbourhood Energy Masterplanning: Community Engagement and Communications Officer

### Job advert

**Deadline:** 10am, Monday 7th December 2020

**Time:** 0.4 - 0.6 FTE

**FTE:** £30,100 (pro rata depending on your hours of work)

**Start date:** w/c 11th Jan 2021

**End date:** 12 month contract

**Status:** payroll/PAYE

**Location:** Manchester City Centre

**Application:** please submit a recent CV along with a maximum two page covering letter outlining your suitability and how you meet the essential elements of the role as outlined below by 10am on Monday 7th December 2020 at the latest.

### 1. Introduction

Carbon Co-op (<https://carbon.coop>) is an award-winning, fast growing not-for-profit, social enterprise based in Greater Manchester, UK. We pilot innovative, low carbon projects and provide support services to our householder members and the wider community.

We are seeking a new team member to contribute to our newest project **Neighbourhood Energy Masterplanning**, funded by ICLEI. In this project we aim to develop a new community engagement model that enhances democratic practice, creating a space for those with fewer privileges to disrupt, create and rebuild future energy models for their community. In this role you would lead the projects in community presence in two city-center neighbourhoods in Oldham. You will be part of an interdisciplinary team working to build connections within the community, recruit community stakeholders, facilitate engagement workshops and respond to needs across a year long set of in community activities.

This role will involve:

- Recruit, develop and support two groups made up of 24 community energy stakeholders (12 in each group) in order to research and develop low carbon energy solutions for their community in collaboration with energy systems experts.
- Work collaboratively to develop a creative programme of energy engagement and local economy mapping activities alongside our project team.
- Lead on event logistics and facilitation for our programme of community workshops, in both an online and physical setting.
- Develop a local communications strategy to build a presence for the project, including engagement with local energy stakeholders.
- Support any additional local volunteers or youth interns recruited to support the project.

The role requires a mixture of skills and aptitudes, combining engagement and participation, volunteer management, event logistics and communications. The role will involve close collaboration with other team members, as such, we anticipate applicants will have strengths in some rather than all areas.

## **2. Self-management**

Carbon Co-op operates a self-management workplace and staff members should be comfortable operating within this framework: working within collaborative teams and taking on responsibility for your own projects and decisions whilst consulting and collaborating with others. Some contribution to organisational administrative work will be required. More information on self-management can be found here: <http://www.reinventingorganizations.com>

## **3. Equal opportunities**

Carbon Co-op is an equal opportunities employer, we offer flexible working practices and encourage applications from people with suitable skills no matter what their background or ability. If you are interested in this position and feel you have the skills required to deliver this role and contribute to the organisation please apply for this post.

## **4. Flexible/Remote Working**

The time commitment for this post is between 0.4 - 0.6 FTE. Please state your desired work commitment in your covering letter and at the interview. Some weekend and evening work will be required to cover events and training sessions. Though based in Manchester City Centre, we can support flexible and some limited remote working arrangements subject to prior agreement. Please state any requirements for flexible working in your covering letter and at the interview.

## **5. Outline of the role**

The below describes the desired Essential, Preferred, and Useful characteristics of applicants.

### **i) Skills and experience**

#### Essential

- 3 years experience in community development and engagement work
- A working knowledge of the Oldham community and voluntary sector
- Proven community event management skills
- Experience of recruiting volunteers
- Good facilitation of community meetings with diverse participants
- Demonstrable organisational skills
- Understanding of equal opportunities, particularly in the context of communication and engagement approaches

#### Preferred

- Understanding of local impacts of climate change, decarbonisation and possible energy systems transformation
- Experience of developing communication materials (fact sheets, guides, podcasts, videos etc) for a community audience
- Experience of supporting youth interns
- Online events management skills
- Computer skills
- Good writing skills

#### Useful

- Social media skills

## **ii) Person specification**

### **Essential**

- Able to work strategically, prioritising competing aims, timeframes and capacity
- Able to work independently, often at distance from colleagues
- Able to facilitate community-level programmes with high levels of volunteer engagement
- An excellent verbal and written communicator, enthusiastic and engaging
- A good networker, able to make contacts and links and open doors

### **Preferred**

- Ability to work collaboratively to co-produce community-led innovations
- Experience of a self-managed workplace
- Motivated by environmental and social justice concerns

## **6. Selection**

Candidates will be shortlisted for an in-person or online interview. The interview will take approximately 1 hour.

## **7. Legal right to work**

By the time you commence your employment you must have a legal right to work in the UK.

## **8. For more information**

Contact: Laura Williams, [laura@carbon.coop](mailto:laura@carbon.coop) 07812454534