

**Post Title:** Climate Change Project Manager

**Reports to:** WEC Board

**Start date:** 4<sup>th</sup> April 2017

**Type of Contract:** 12 month - until 30<sup>th</sup> March 2018 (*renewable subject to additional funding*)

**Location:** Woodfarm Education Centre

**Hours per week:** 35 hours

**Salary:** £26,000 pa pro rata

**Purpose of the position:**

To successfully deliver the Healthy Living and Sustaining East-Renfrewshire project, which will innovatively build upon the work carried out previously at a local charity-run community centre, addressing pressing climate change issues on household waste reduction through a number of innovatively themed interactive workshops; targeting **500** members of the BME community to reduce **413.87** CO2e tonnes, with an active focus on recycling and up-cycling initiatives and a regular Swap Shop. This will be coupled with promoting new eco-friendly initiatives, through changing current travel behaviours via adoption of sustainable low-carbon transport choices, particularly monthly Cycle Skills Training and a focus on public transport, not only improving health but benefit the local economy in creating more vibrant, sustainable communities.

**Essential skills:**

- Educated to degree level or equivalent in a related subject area.
- Previous project management experience, preferably at community project level.
- Knowledge of key climate change issues (including sustainable transport, waste reduction (recycling, upcycling, etc.) & growing) and how they relate to individuals, community, business and local government organisations.
- Diplomacy is central to this role. The candidate will have experience of communicating and engaging with a range of BME and wider community on sustainability and climate change issues to drive our ambitions to deliver our climate change project goal.
- Previous experience in managing project finances & budgets, report writing, analysing statistical data, managing staff & successfully reaching/exceeding project targets.
- We need someone who can manage challenging projects, with excellent IT and presentation skills.
- With an ability to challenge traditional solutions and approaches, a strategic manager who is forward thinking and innovative in his/her outlook to compliment the vision of the project.

**Responsibilities:**

Delivery of project with monitoring of project progress,

Finances and budgeting,

Exceeding project targets,

Staff and volunteer management,

Monthly report writing,

Collating and analysing data,

Project final report,

Successful delivery of reviving WEC's existing vegetable plot including: vegetable plot workshop sessions, composting + monitoring WEC's compostable waste going into compost.

**Apply:** Full application to be sent by email to: [info@greenguardians.org.uk](mailto:info@greenguardians.org.uk) & [admin@woodfarmeducationcentre.org.uk](mailto:admin@woodfarmeducationcentre.org.uk) to include: a full CV, contact details for 3 referees & a covering letter identifying relevant skills, experience & expertise

**Closing date:** 12pm Friday 31<sup>st</sup> March 2017.

**Interviews:** To be held Monday 3<sup>rd</sup> April 2017. Only short-listed candidates will be contacted.

For further information/informal enquiries email [info@greenguardians.org.uk](mailto:info@greenguardians.org.uk).