

Communications and Engagement Coordinator

(Fixed term)

Are you passionate about collaboration and engaging others in a fast and fair response to the climate crisis? Are you a strong communicator with an understanding of the role that businesses and organisations can play in taking climate action? If so, this role could be for you!

Contract: Temporary (12 months)

Role: Full time (1 FTE / 35 hrs per week) occasional weekday evening work e.g. attending relevant events may be necessary from time to time to fulfil the role requirements.

Salary: £ 25,000 per annum

Deadline for applications: 26 May 2021 (2pm)

Interviews: Week commencing 7 June. Interviews will be held virtually.

Start date: 12 July 2021

Bristol Green Capital Partnership aims to deliver its programme in a way that recognises the importance of an inclusive society, creating opportunities and access for all individuals. We are committed to promoting equality, valuing diversity, ensuring accessibility, and respecting human rights.

We strive to ensure that marginalised groups are represented and that our organisation reflects the diversity of the city in which we operate (considering all protected characteristics). We encourage and welcome applications from suitably skilled candidates from all backgrounds.

About the role

Bristol Green Capital Partnership CIC is the community interest company that supports Bristol's environmental sustainability network of 1,000+ member organisations. Its mission is to support Partnership members and promote environmental sustainability throughout Bristol and the West of England, providing a leadership voice and enabling collaboration and collective action across sectors towards our shared vision.

The successful candidate will support Bristol Green Capital Partnership's work at an exciting time, helping to boost citywide efforts in response to the climate and ecological emergencies and creating new opportunities for groups and organisations across the city to help shape and benefit from the Partnership's recently launched Climate Action Programme.

We are looking for someone with effective communication and engagement skills who is comfortable working with people and organisations from different sectors and at different stages of their climate action journey.

The Communications and Engagement Coordinator will work directly with the Communications and Partnerships Manager and broader team to strategically widen and strengthen engagement with the Climate Action Programme, which aims to support and engage businesses and organisations to reduce carbon emissions in line with Bristol's goal of becoming carbon neutral by 2030. Central to the role is ensuring all participants of the Climate Action Programme have a high quality, positive and useful experience.

They will help scale up the programme, lead the delivery of a series of events and activity, identify opportunities for developing and promoting the programme, ensure participation remains accessible and relevant to a diverse range of organisations, create resources, and work closely with key partners to understand the main barriers to climate action being faced and the support needed to address them.

The Coordinator will also work with the wider team to support delivery of the Partnership's core programme of monthly Green Mingles, larger-scale gatherings and ongoing communications through e-newsletters and social media. They will take the lead on membership administration and reporting, enabling the organisation to monitor and evaluate the impact of the Climate Action Programme and wider engagement activities.

Learn more about Bristol Green Capital Partnership CIC at: <http://bristolgreencapital.org/> and the [Climate Action Programme](#), and read our latest [Annual Review](#).

How to apply

Please send us:

- 1. Your CV (or a summary of your experience) and cover letter** to contact@bristolgreencapital.org with 'Communications and Engagement Coordinator' in the subject line. The cover letter (ideally no more than 2 pages long) should outline your interest in the role and suitability of your skills and experience, including **how you meet the Experience, Skills, Knowledge and Abilities criteria outlined below.**
- 2. A completed Equality & Diversity Form.** We are an equal opportunities employer, and we aim to ensure that no applicant receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnicity or national origin, age, gender, marital status, sexual orientation or disability. To enable us to monitor this, **please complete our Equality & Diversity monitoring form and return it with your application.**

For an informal discussion about the role, e-mail us at contact@bristolgreencapital.org to arrange a phone call

If you are selected for interview, we will ask you to let us know if you have any access needs or may require reasonable adjustments to the interview or assessment (if applicable) at that stage. Please be assured that we will be

supportive in discussing reasonable adjustments with you at any stage of the recruitment and selection process.

Main responsibilities

Communications & Engagement outreach

- Strengthen and increase awareness and engagement with the Climate Action Programme from Partnership member organisations and other target audiences in the city and region, ensuring that the programme is impactful, inclusive, and accessible to a diverse range of participants.
- Create learning and networking opportunities and develop and share information with organisations to help them reduce their carbon emissions.
- Facilitate wider membership engagement by creating content for the website, social media, and newsletters.
- Lead on the development and commissioning of accessible tools and resources that can be used by organisations to accelerate their climate action journeys.
- Work closely with the Communications and Partnerships manager to identify and maximise emerging opportunities and new collaborations to expand and develop the Climate Action Programme, based on an understanding of participants feedback and their support needs and challenges.
- Work with programme partners to ensure that learnings and experience from the programme is shared outside the Partnership's network.
- Encourage all Climate Action Programme participants to sign up as a members of Bristol Green Capital Partnership, thereby enabling new opportunities for organisations to connect with solutions and service providers, and civic and community sector organisations within the network.

Project support and delivery

- Working with colleagues to support and lead on agreed project delivery strands of the Climate Action Programme. This could include responsibilities such as setting event objectives, project planning, helping or leading on delivery of events, gathering feedback, producing communication outputs and attending stakeholder meetings.
- Further responsibilities will also include supporting, and on occasion leading, the planning and delivery of other events and engagement activities as part of the Partnership's core programme, including monthly Green Mingles and larger-scale gatherings.
- Workshop facilitation and public speaking at events.
- Assisting with evaluation and reporting of the Climate Action Programme and wider Partnership programme, including recording and analysing data and presenting learnings and impact.

Operations & administration

- Leading on the maintenance of membership databases and day to day administration of CRM system (Salesforce) to ensure membership contact details are appropriately recorded and stored and member engagement is tracked and stored in line with General Data Protection Regulation requirements.
- Responding to incoming queries to contact@bristolgreencapital.org.
- Enhancing the development and administration of overall company monitoring and evaluation processes to ensure the impact of the Partnership programme is effectively captured and communicated.

Any other roles /activities reasonably required to support the overall smooth running of the organisation and its programme delivery.

Experience

Essential

- Between 3-5 years communications and/or engagement experience working closely with stakeholders to develop relationships and drive engagement.
- Experience of effectively communicating to diverse audiences using a range of approaches with a particular programme, project or initiative.
- Experience of planning and delivering a range of events or engagement activities - both online and in person.
- Experience of managing and maintaining databases.
- Experience of contributing to organisational strategy and business planning.

Desirable

- Experience of working in a membership-driven organisation.
- Experience of successfully generating income and/or fundraising.

Skills, knowledge and abilities

Essential

- Strong planning and organisational skills and ability to multi-task across a range of activities to tight deadlines.
- Self-motivated with good interpersonal skills and a friendly manner, able to work both independently and as part of a team, with an enthusiasm for collaborative working and creative problem solving.
- Confident public speaker and/or facilitator, willing and able to communicate with audiences in a range of styles and contexts, including in person or virtually.
- Excellent verbal and written communication skills and the ability to communicate complex ideas and issues to a diverse range of audiences – from large corporate businesses to small scale voluntary and community organisations.
- Practical knowledge of data protection regulations.
- Confident in content creation and ability to use a range of platforms effectively to reach different audiences, including newsletter platforms (Mailchimp or equivalent) and social media channels (Twitter, LinkedIn, Facebook)
- A good knowledge of equalities policies and demonstrable experience and/or a commitment to working to improve equality, diversity and inclusion within an organisation, programme or project.
- Awareness of the climate and ecological emergencies and environmental and climate justice issues at a local and national level.
- Monitoring and evaluation skills, including the ability to effectively communicate impact.

Desirable

- An understanding of the range of issues facing the public, private and voluntary/community sectors in a city context.
- Experience of managing PR and media enquiries.

Further details

Place of work: The role is home-based until further notice. There are plans to return to a central Bristol Office location in the next year and the successful candidate must be willing to work from a central office location when required, however we offer flexibility for a balance between office and home working.

Travel expenses, outside of usual commuting, incurred within the role will be reimbursed.

Flexible working: Company staff benefit from a flexible approach to working, but there is no formal flexitime system. Excess hours may be taken *in lieu* by agreement with your line manager.

We promote flexible working patterns wherever required to maximise opportunities for people with caring responsibilities.

Work permits: We are unable to offer sponsorship for work permits or visa applications. Only applicants with the right to work in the UK will be considered. Evidence of this will requested during the recruitment process.

References: successful candidates will be asked to provide the names and contact details for two referees.