

Engagement Officer – Climate Action Programme

Contract: Fixed term contract (24 months)

Role: Part time (17.5 hrs per week) on Tuesday, Wednesday and a further half day with flexibility. Note: occasional evening work e.g. attending relevant events may be necessary from time to time to fulfil the role requirements.

Salary: In range of £25,000 – £28,500 p.a. (pro rata) - to be negotiated dependent on skills and experience

Interviews: w/c 7 November 2022

Deadline for applications: deadline for applications 12pm Monday 31 October 2022

Start date: 13 December 2022 (flexible if required)

About the role

Bristol Green Capital Partnership's (BGCP) [Climate Action Programme](#) was launched in April 2021 to support businesses and organisations across Bristol and the wider region to reduce their carbon emissions, as part of the city's efforts to tackle the climate crisis.



Building on the success of the first 18 months of the programme, we are now aiming to root the Climate Action Programme in the heart of the Bristol's business district.

Joining Bristol Green Capital Partnership's small team in this newly created post, the Climate Action Programme Engagement Officer will be responsible for the delivery of the Climate Action Programme, working closely with BGCP's Communications and Engagement team who will continue to lead and provide direction for the programme.

The successful candidate will have a track record in developing relationships and working with a broad range of stakeholders, engaging businesses to create positive change, project management, measuring impact and successful event facilitation and delivery.

We are looking for someone who can successfully communicate the business opportunities of taking action on climate, ecological and social issues, and understands some of the barriers to making changes.

The Climate Action Programme Engagement Officer will play an important role in maintaining strong, positive stakeholder relationships with project supporters and funders.

Learn more about Bristol Green Capital Partnership CIC at: <http://bristolgreencapital.org/>

How to apply

Send us an outline of your experience or CV and a cover letter, along with this [optional equalities monitoring form](#) to contact@bristolgreencapital.org with 'CAP Engagement Officer Application' in the subject line.

The cover letter should be no more than 2 pages outlining your interest in the role, how you meet the person specification and the suitability of your skills and experience. You should indicate any working preferences (i.e. flexible working) and your likely availability to start.

Interviews are likely to be held via Zoom in the week commencing 7 November. If you think you may not be available for an interview this week, please let us know in your cover letter.

If you have any questions or would like an informal discussion about the nature of the role, please e-mail us to arrange a call at contact@bristolgreencapital.org.

Bristol Green Capital Partnership is an equal opportunities employer and encourages applications from people of all identities and backgrounds.

Main responsibilities

Project delivery & coordination

- Work closely with BGCP team members to shape and deliver Climate Action Programme activity, with in person events in central Bristol alongside online events.
- Organise and facilitate events and meetings that successfully inspire and engage businesses to take climate action and identify opportunities for impactful collaboration.
- Develop, or contribute to the development of tools and resources that can be used across the programme to support businesses and organisations' climate action progress.
- Develop systems and processes to enable effective collaboration with partner stakeholder and organisations.

Business engagement

- Develop positive relationships with businesses and organisations in central Bristol.
- Work to create a supportive and inclusive culture by fostering positive relationships with project partners and stakeholders, including taking steps to align with other business engagement efforts.
- Collate information / develop a database to capture intelligence on environmental ambitions, progress and shared barriers to progress of organisations in central Bristol, managing and sharing data in line with General Data Protection Regulation requirements.
- Contribute to BGCP's overall communications and engagement strategy by developing assets and content for social media, the website and newsletters to celebrate Climate Action Programme progress and enable participants to showcase their impact.

Strategic development

- Provide key stakeholders with regular updates on the project's progress – including BGCP's staff team, Board of Directors, membership, the One City Environment Board, the Bristol Advisory Committee on Climate Change and other key local and national stakeholders.
- Foster and identify new opportunities for the development of the Climate Action Programme, for example identifying funding sources, taking sector-based approaches, and working with other programmes and initiatives.
- Support the Chief Executive Officer and other colleagues to identify opportunities resulting from the programme for future projects and income generation activities.

Experience

Essential

- At least two years' experience coordinating programmes or projects.
- Demonstrated experience successfully engaging and building relationships with businesses.
- A good understanding of actions businesses and organisations can take to reduce carbon emissions and their impact on the environment, as well as the barriers to these.
- Experience maintaining effective processes for project delivery, including managing databases, reporting, and monitoring and evaluation.
- Experience working collaboratively with multiple stakeholders to deliver a project or piece of work.
- Experience of planning and successfully delivering a range of accessible and inclusive events and meetings.
- Experience working successfully with diverse stakeholder groups to enable and support diversity, inclusion and equality.

Desirable

- Previous experience of working to reduce an organisation or project's impact on the environment.
- Experience of managing and maintaining databases/CRM systems.

Skills, knowledge and abilities

Essential

- Strong organisational skills and ability to problem solve and multitask across a range of activities to deadlines.
- Self-motivated, able to work independently and as part of a team.
- Effective communication skills to engage different audiences using a range of approaches.

- Ability to use IT systems, such as Microsoft 365 Business, MS Teams, CRM systems to manage website content, email marketing software and social media channels.

Desirable

- Awareness of the social and environmental challenges facing the Bristol region.
- Some understanding of the [One City Climate Strategy](#) and the important role businesses will play in its delivery.
- Demonstrable experience of working to improve equality, diversity, and inclusion with a good knowledge of equalities policies.

Further details

Place of work: This role is hybrid. Office space is currently provided at the Paintworks, this may change to a central Bristol office in the future and significant time is likely to be spent in meetings with member organisations and attending events. The post-holder will be expected to work from the office for at least half of their working hours. Travel expenses incurred in the role will be reimbursed. This unique role requires working with partners geographically spread across the city – a willingness to travel to or otherwise ensure good communications with geographically dispersed partners is important.

Flexible working: 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.

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 need to be provided during the recruitment process.

References: Will be sought later in the recruitment process: applicants must be able to provide the names and contact details for two referees on request.