



Senior Project Coordinator (Community Climate Action Project)

Contract: Fixed term contract (until 31 July 2025) / Part time (0.8FTE / 28 hrs per week)

Location: Central Bristol office

Salary: £30,000 p.a. (pro rata)

Deadline for applications: 9am, Monday 10 July 2023

Start date: 4 September 2023

To support integration with the Bristol Green Capital Partnership team, and support key project meetings we require candidates to be available to work on **Tuesdays** and **Wednesdays**.

About Bristol Green Capital Partnership

We are community interest company that supports Bristol's environmental sustainability network of 1,100+ member organisations. Our purpose is to catalyse collective citywide action towards a zero carbon, socially just Bristol where our communities and nature thrive.

Our vision emphasises the important interconnections between climate and nature action and social justice, and the need to tackle them together. Our [public statement of intent](#) outlines our commitment to a just transition and the ways in which we aim to support it through our work.



We recognise 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 candidates from all backgrounds. Please contact us for an informal chat about the role (contact details below).

About the Community Climate Action Project

The Community Climate Action (CCA) Project is an ambitious, citywide programme funded by the National Lottery's Climate Action Fund. It demonstrates the important role communities can play in achieving the city's climate and nature ambitions, whilst also improving people's quality of life. There are several strands to the current phase of the project including the development of six innovative community-led climate action projects, a new Community Leadership Panel on Climate and Just Transition, a learning and peer mentoring programme to empower community climate action, citywide creative engagement on climate and nature, and a citywide sustainable transport project. Read more about the [Community Climate Action Project](#)

About the role

Joining our small and dynamic team, this exciting new position within the organisation will work closely with the Head of Community Partnerships to coordinate the Community Climate Action Project, which is based on co-production principles and delivered in partnership with 18 partners, including community partner organisations, the local council, and the Centre for Sustainable Energy.

They will support central project coordination as communities across Bristol deliver their planned projects, from coproducing community climate action plans which deliver on local priorities to delivering on priorities outlined within them and facilitating integration with other city-wide strategic projects.

We are looking for someone who has experience of working with the voluntary, community and social enterprise (VCSE) sector, who brings the awareness and sensitivity needed to manage the needs of a community-led project within a changing context, and who is able to communicate clearly and inclusively, identifying synergies that bring the maximum benefit to the communities who are at the heart of this project along the way.

This post is offered on a fixed term basis in line with the National Lottery Climate Action Fund grant-funded period of this phase of the programme.

Main responsibilities

Project delivery

- Working with all project partners to create realistic project timelines which support overall project delivery and ensure that these are understood and well communicated, in line with our [Ways of Working Together](#)
- Organising and facilitating monthly Partner Forum meetings, bringing together stakeholders to co-produce and coordinate activity across the project
- Provide support to partners to maintain project reporting and tools and resources – including monitoring and evaluation platform and project reporting frameworks
- Lead on coordination and delivery of specific strands of activity connected to the Community Climate Action Project, for example, convening learning and mentoring programme workshops and community leadership panels, liaison with core delivery partners which includes Sustrans, AWT, Praxis and reviewing quarterly project reports from project partners
- Acting as a representative for the project with external stakeholders to ensure the project is represented at and strategically connects with other projects and forums in the city, ensuring communities are able to effectively influence citywide net zero, nature recovery and just transition activities/plans
- Support Communications Manager with the implementation of project's communication strategy, develop project comms content for website, newsletter and campaigns to celebrate progress and enable partners to showcase project impact

- Support financial processes for the project, including reporting on project spend and cash flow, invoicing and expenses

Reporting and development

- Provide key stakeholders with regular updates on the project's progress – including Board of Directors', the One City Environment Board, and other key local and national stakeholders.
- Support partners to contribute to monitoring and evaluation frameworks that will help to identify and demonstrate the impact of the project
- Manage information ensuring they are readily and easily accessible by all partners and stored in line with General Data Protection Regulation requirements
- Familiarise with our grant commitments and sub-grant agreements in place across the project and identify risks to delivery or challenges arising during the course of the project as early as possible
- Support the Head of Community Partnerships and other colleagues to identify opportunities resulting from this project for future projects and other income generation activities.
- Deputising for Head of Community Partnerships when necessary

Person specification

Applicants for this role should be able to demonstrate:

Essential

- At least three years' programme/project coordination or management experience in similar community focussed context
- Experience of working closely with communities and/or developing projects that recognise communities' needs and priorities.
- Experience of budget management and reporting
- Monitoring and evaluation skills and experience of producing reports
- Experience of successful management of relationships with diverse stakeholder groups and facilitating key decisions collaboratively
- Experience of planning and successfully delivering a range of accessible and inclusive events and meetings
- Demonstrable experience of working to improve equality, diversity, and inclusion
- Strong organisational skills and ability to multitask across a range of activities to meet deadlines.
- Self-motivated, able to work independently and as part of a team

- Effective and inclusive communication skills to engage a diverse range of audiences, using a range of approaches
- A passion for climate justice and an interest in working with diverse communities, including communities experiencing disadvantage, to support a just transition
- Able to use IT systems, such as Microsoft 365 Business, MS Teams
- Experience of managing and maintaining databases

Desirable

- Experience in using email marketing software e.g. Mailchimp (or equivalent) and using social media channels (e.g. Twitter, LinkedIn, Facebook)
- Previous experience of applying co-production principles in practice
- An understanding of asset-based community development

Join us!

Our organisation aims to create an inclusive working environment where all employees have the space to breathe, learn, share, and grow.

- Company **Healthcare Cash Plan** and **Employee Assistance Programme**
- Two team **wellbeing days** each year
- **Cycle to Work** scheme
- **Climate Perks** scheme, offering paid 'journey days' to staff who travel on holiday by train, coach or boat instead of flying
- **Training and development** opportunities and collaborative working groups (focusing on 'Just Transition' and 'Climate Action Plan')

Employees benefit from a flexible approach to working hours and scope to work remotely by agreement, however some office-based working will be important (particularly on Tuesdays). This unique role requires working with partners geographically spread across the city – so a willingness to travel to or otherwise ensure good communications with geographically dispersed partners is important.

How to apply

Send us your CV (or a summary of your experience) and cover letter along with an optional equalities monitoring form to contact@bristolgreencapital.org with the job title in the subject line. Download the equalities form in [Microsoft Word](#) or [PDF](#).

The cover letter should be no more than 2 pages outlining your interest in the role, how you meet the person specification and suitability of your skills and experience (you may wish to use the person specification as sub-headings for this).

Your cover letter and CV should be in Microsoft Word format where possible (not PDF), this is to support us to anonymise the applications ahead of shortlisting to minimise unconscious bias affecting the shortlisting process.

Please include:

- any working preferences (i.e. hours / days available to work per week)
- your likely availability to start
- name and contact details for two referees
- any dates that you would not be available for interview

Interviews are due to be held on 20 / 21 July 2023 (online or in-person tbc, a contribution to travel costs will be made available if held in-person)

If you have any questions or would like an informal discussion about the nature of the role, please e-mail questions to contact@bristolgreencapital.org along with your phone number. We will aim to get back to you within 3 working days.

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.