



*Promoting and facilitating environmental sustainability in Swansea*

## Job Description

### Low Carbon Swansea - Project Manager

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| <b>Job reference:</b>  | LCS  |
| <b>Salary:</b>         | £25,000 per annum  |
| <b>Pension:</b>        | 7% employer contribution to an ethical stakeholder pension |
| <b>Responsible to:</b> | Swansea Environmental Forum Co-ordinator                   |
| <b>Based at:</b>       | The Environment Centre                                     |
| <b>Hours:</b>          | Full-time (35 hours per week)                              |
| <b>Contract:</b>       | Until 31 <sup>st</sup> March 2014                          |

The Low Carbon Swansea project is run by Swansea Environmental Forum (SEF) and has been adopted by the City and County of Swansea's Local Service Board as one of their priority partnership projects. More information is available in a separate document.

The Environment Centre, an environmental charity based in Swansea, will manage this post on behalf of SEF. The project is steered through a Project Board, which reports to the SEF Executive Committee and the LSB.



This post is part funded by the European Social Fund.

#### **JOB PURPOSE:**

To deliver and develop the Low Carbon Swansea Project, as outlined in the project proposal document.

To champion carbon reduction and low carbon initiatives in Swansea and maximise opportunities for projects in Swansea to access resources and share good practice.

To advise and support organisations in Swansea to undertake carbon management and reduction initiatives.

To support a newly formed low carbon partnership in Swansea and develop a shared action plan for carbon and energy management.

#### **SUMMARY OF MAIN DUTIES:**

To facilitate and drive the achievement of the outcomes of the project.

To develop a positive working relationship with members of the Local Service Board and provide advice and support to help them measure and reduce their carbon footprints.

To develop close working relationships with partner organisations and ensure their close engagement with and commitment to the project.

To collect, collate and disseminate information on carbon management and funding and resource opportunities that can support carbon reduction activities and low carbon projects.

To organise meetings, seminars, training and public events to support information exchange and encourage low carbon activities within and across different sectors.

To develop and implement a communications strategy to publicise the project to a wide audience.

To develop and implement a robust monitoring and evaluation system for the project that meets the requirements of partners and funding organisations.

To provide project updates and financial reports as required by funding bodies, the Project Board and partner organisations.

To secure funding to support the continuation of the project, and for activities and events that promote and support the project.

To participate in local, regional and national networks and events related to carbon management, as appropriate.

To undertake any other duties deemed appropriate by the Project Board and to provide administrative support to the Project Board?

**Other duties may include:**

Carrying out such other duties as required by the SEF Executive, such as support for other events, exhibitions and activities run by SEF, the Environment Centre and SEF's members including the Sustainable Swansea Awards scheme.

Some weekend and evening work will be necessary, for which time off in lieu will be given.

**Please Note:** This job description is indicative of the range of current duties and responsibilities of the post holder. It is inevitable that duties will change to reflect organisational development.

Access as required to car for which the post holder must be appropriately insured for business purposes. Should the post holder have a disability or be unable to drive, then they may seek alternative means of transport/assistance, which must be an efficient and cost effective method of travelling.

The post holder will be expected to work in accordance with the Environment Centre's policies e.g. Health and Safety, Equalities and the Environment.

## **PERSONAL SPECIFICATION**

The successful candidate will have a sound knowledge of environmental sustainability and be an experienced project manager. Specifically:

### **Essential**

#### Education:

Educated to Degree level or able to demonstrate equivalent experience.  
Must be computer literate.  
Have the ability to write concise and precise reports on a wide range of environmental/carbon reduction issues..  
Have a well developed understanding of the environment agenda and carbon reduction issues.

#### Management and Partnership working:

Experience of working in the field of environmental management / carbon reduction.  
Previous involvement in leading successful partnership working and ability to achieve and maximise collaboration.  
Experience of project management and event management.  
Experience of financial and budgetary management and control.  
Experience of leading and championing an initiative across a wide range of organisations and able to forge effective working relationships across organisational boundaries.

#### Personal Qualities:

Excellent interpersonal skills in order to relate to a wide range of different stakeholders.  
Excellent verbal and written communication skills.  
Possess a 'Can Do' attitude, time driven with a commitment to continuous improvement.  
Good analytical and problem solving skills.  
The ability to work with minimum supervision  
The ability to apply innovative ideas / solutions.  
The ability to respond positively to changes in the working environment.  
The ability to deal well with work pressures when they arise.  
The ability to motivate and enthuse stakeholders.

### **Desirable**

Membership of a relevant professional organisation.  
Experience of marketing and advertising  
Ability to speak Welsh