

WESTON-SUPER-MARE TOWN COUNCIL

PERSON SPECIFICATION

Post Title: Climate & Community Development Officer

Hours: 35 hrs per week (2 year fixed term)

Grade: JG5

It is essential that the post holder has excellent communication, interpersonal and IT skills, together with work related experience of:

- Liaising with stakeholders, both internally and externally
- Working with MS Office (Outlook, Excel, Word, PowerPoint), databases and project management software
- Report writing

Skills, Knowledge and Attributes:

Ability to demonstrate the following is highly desired:

- Expertise in environmental theology, experience of community development, combined with a strong commitment to promoting environmental justice
- Excellent communication and interpersonal skills, and a creative approach to work
- Excellent report writing and presentation skills
- Experience of collaborating with others on project development and project delivery, both within and outside of the organisation
- Good understanding of initiatives and practices to tackle climate change through local action and to enable an organisation to become carbon neutral
- Excellent understanding and experience of using databases and systems, ~~such as~~ including excel, to manage and interpret data and produce accurate written reports and evaluation
- Detailed knowledge and experience of researching and interpreting information including qualitative and quantitative data to evaluate progress against targets and to present publicly in a meaningful and easily digestible way
- Ability to engage with the public and other stakeholders e.g. community engagement initiatives and knowledge exchanges
- Confidence to work with, colleagues in different departments, elected members, partner organisations, community groups and the general public in a variety of situations, both face to face, email and over the telephone
- Organisational ability to prioritise tasks within competing work demands and meet pressurised deadlines
- Able to work independently of detailed supervision and on own initiative as well as effectively operating as part of a team
- Ability to work under pressure and problem solve

- Have a flexible and enthusiastic approach to work and be able to adapt to the changing demands and responsibilities of the post

Educations and Qualifications:

- GCSE (or e NVQ Level 3 (or equivalent) in relevant subject
- GCSE 4-9 grade (A-C) or equivalent in Maths and English

Personal Attributes:

To possess a professional manner, a 'can-do' attitude, resilience and passion to support the Council's goal of Carbon Neutral by 2030

Other Factors:

- Willingness to work evenings and weekends as and when required
- This post requires an Enhanced DBS Check to be completed

Equal Opportunities:

Be able to demonstrate a commitment to the principles of equal opportunities and diversity and be able to carry out duties in accordance with those policies

Desirable:

- Experience of working with a local authority
 - Good knowledge and understanding of climate change legislation