

Carbon Reduction Project Manager – Job Description, Person Specification and Application details

Job title: Carbon Reduction Project Manager

Reports to: Director, Creative Carbon Scotland

Salary: Up to £27,000 per year depending on experience, plus a contribution to a personal pension, matching the employee's contribution, up to a maximum of 3% of salary

Start date: March 2014 or as soon as possible thereafter

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Background

Creative Carbon Scotland – a charity initiated by Festivals Edinburgh and founder members the Federation of Scottish Theatre and Scottish Contemporary Art Network – is a partnership of arts organisations working to put culture at the heart of a sustainable Scotland. Our vision is of a cultural sector that is fully engaged in shaping a sustainable Scotland through the work it makes and presents, through the way it operates and through its communication with the wider public. Our mission is to:

- Engage the sector in actively promoting environmental sustainability and addressing climate change
- Help the sector take a lead in shaping an environmentally sustainable Scotland
- Help the sector run itself as environmentally sustainably as possible

In line with the announcement that recipients of funding from Creative Scotland (Scotland's arts development organisation) will be asked to measure and report their carbon emissions from April 2014, Creative Carbon Scotland is increasing its provision of support and training to arts organisations and individuals in carbon measurement, reporting and reduction. Our successful training programme will be repeated and increased in capacity, whilst we will provide an improved one-to-one support service, face to face, by email and phone, aiming to assist the sector in reducing its carbon emissions. In addition we will continue to improve our already successful Green Arts Portal [GAP], a unique resource providing access to tools, tips and resources for carbon reduction and reporting in arts and cultural organisations.

We therefore now seek a **Carbon Reduction Project Manager** to lead and develop the training and support programme and to maintain and update the GAP website. The successful candidate will be an experienced carbon manager. They will have experience in delivering training and support to a wide range of organisations and individuals at all levels of seniority and all stages in the sustainability journey. Knowledge of or interest in the arts is desirable but not essential.

The Carbon Reduction Project Manager will be self-motivated and able to work alone and as part of a team: they may need to manage freelance staff where required. They are likely to be based with the rest of the CCS team in central Edinburgh, but remote working is possible and travel in Scotland will be required. This post is full-time and for a fixed term until 31 March 2015, with possible extension subject to continued funding. Secondments from relevant

Creative Carbon Scotland Registered charity SCO42687

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organisations, flexible working and job-share applications are welcomed – please contact the CCS Director Ben Twist for a discussion.

Application process

Please send a CV with a covering letter explaining why you would like to work for Creative Carbon Scotland and telling us why you think you fit the person specification below. Applications must be sent by email to ben@creativecarbonscotland.com by 5pm on Monday 17 February 2014. Interviews will be held on Friday 28 February in Edinburgh.

Equal Opportunities Creative Carbon Scotland is committed to equal opportunities and welcomes applications from all qualified candidates.

Please complete the attached Equal Opportunities Monitoring form and return it with your application – this will be removed from your application before consideration and the information provided will not affect your application in any way.

CREATIVE CARBON SCOTLAND CARBON REDUCTION PROJECT MANAGER – JOB DESCRIPTION

Reports to: CCS Director

Responsible for: Freelance staff or contractors as agreed with the Director

Hours: Full time. This means a 37.5 hour week with a degree of flexibility on both sides, as some evening and weekend work may be required and busy periods may call for extra hours, with time taken off in lieu during quieter periods.

Flexible working and Job Sharing Creative Carbon Scotland welcomes proposals for flexible working or job-share, subject to the needs of the role being satisfactorily fulfilled.

Holidays: 20 days plus 10 public holidays to be taken at times agreed with the Director

Place of work: Probably based at Waverley Court, East Market Street, Edinburgh, but this may not be essential. Travel throughout Scotland required.

Contract and notice period: This is a fixed term contract until 31 March 2015 in the first instance, with extension once funding is confirmed. A probationary period of 3 months will apply, following successful completion of which the full fixed term contract will be confirmed.

Secondments Creative Carbon Scotland is very willing to consider a secondment for this role where this will embed carbon reduction knowledge and work within the cultural sector.

Equipment: A laptop and mobile phone will be provided.

MAIN PURPOSE OF JOB: To develop and lead Creative Carbon Scotland's support and training for organisations and individuals funded by Creative Scotland, and other related organisations, in carbon measurement, reporting and reduction.

MAIN AREAS OF RESPONSIBILITY

- Leading the training and support programme to enable Scottish arts organisations to measure, report and reduce their carbon emissions, including delivering training workshops, one to one work and supporting carbon reduction groups within the cultural sector. This will include on-going research and methodology development ensuring that the programme remains at the forefront of good practice. (estimated to comprise about 55% of working time/3.5 days per week)
- Maintaining and updating the Green Arts Portal, in collaboration with the Project Officer (20% of working time/1 day per week)
- Administration and contribution to Creative Carbon Scotland's overall work (10% of working time/0.5 days per week)

SPECIFIC TASKS

Training and Support Programme

Carbon measurement and reporting - baseline

1. Lead the development and delivery of high quality carbon measurement and reporting training workshops for arts and cultural organisations, artists and others.
2. Provide one-to-one support in carbon measurement and reporting for organisations and individuals via email, telephone and in person.
3. Maintain regular contact with arts organisations and individuals that are already working with CCS on measuring and reporting their carbon emissions.
4. Recruit new arts organisations and individuals to CCS's carbon measurement and reporting training and support programmes.

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5. Contribute to the quality assurance process for the CCS carbon measurement and reporting methodologies to ensure that they remain current and fit for purpose.
6. Support relevant organisations and individuals in the collection of data to enable them to report to Creative Scotland in a timely manner.
7. Lead the analysis of the data reported to Creative Scotland to contribute to the project overview report in a timely manner

Carbon Reduction – performance improvement

1. Lead the development and delivery of high quality carbon reduction training and support for arts and cultural organisations, artists and others.
2. Provide one-to-one support in carbon reduction for organisations and individuals via email, telephone and in person.
3. Maintain regular contact with arts organisations and individuals that are already working with CCS on reducing carbon emissions
4. Recruit new arts organisations and individuals to CCS's Carbon reduction programmes.
5. Ensure Creative Carbon Scotland's knowledge and awareness of relevant carbon reduction measures is fully comprehensive and state of the art.

Green Arts Portal

1. Maintain and update the Green Arts Portal [GAP] website, in collaboration with the Project Officer and relevant freelance staff, to ensure that the information and support provided to arts and cultural organisations and others is accurate, up to date and innovative; and that the GAP reflects the content, standards and character of all of Creative Carbon Scotland's work.
2. Monitor and encourage the appropriate use of the GAP by users with a view to developing a community of practice around sustainability within the Scottish cultural sector.

Administration

1. Administration, including reporting against relevant performance indicators, related to the Training and Support programme, GAP website and Projects and events as required.
2. Ensure that the highest standards of health and safety and environmental sustainability are adhered to throughout the work of CCS.
3. Attend team meetings and ensure co-ordination of administrative support to the Director as required, including contributing to fundraising applications and organising and minuting meetings and preparing papers.
4. Ensure learning and experience is shared between projects and the training and support programmes
5. Other appropriate duties as requested by the Director.

PERSON SPECIFICATION

Essential Characteristics

1. Significant experience of carbon measurement, reporting and reduction, ideally including experience with small and medium enterprises.
2. Experience of providing high quality training and support to groups and individuals.
3. Demonstrable ability to maintain and update a professionally designed Wordpress website.
4. Demonstrable ability to use relevant IT packages at a high level to analyse and present data, manage projects, develop presentations and other tasks

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5. Track record in successful project management.
6. Excellent oral and written communication skills.
7. Excellent interpersonal skills.
8. Excellent time management skills
9. Administrative and budgeting skills and experience.
10. Energy and initiative.

Desirable characteristics

1. Knowledge of behavioural change and staff engagement issues in relation to environmental sustainability.
2. Knowledge of and interest in the arts and culture.
3. Full driving licence and access to a car or the age/experience permitting the hire of one.

Creative Carbon Scotland Equal Opportunities Policy

The aim of this policy is to communicate the commitment of the Board and staff to the promotion of equality of opportunity in Creative Carbon Scotland.

It is our policy to provide employment equality to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Religious belief or political opinion
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual orientation
- Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

We recognise that the provision of equal opportunities in the workplace is not only good management practice, it also makes sound business sense. Our equal opportunities policy will help all those who work for us to develop their full potential and the talents and resources of the workforce will be utilised fully to maximise the efficiency of the organisation.

SCOPE

This policy applies to:

- Job applicants and potential applicants
- Employees
- Freelancers
- Trainee workers and students on placements
- Anyone else who Creative Carbon Scotland works with where we have influence over the way they are selected or the way in which we work with them

COMMITMENTS

Creative Carbon Scotland is committed to:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious working environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice
- Complying with our own equal opportunities policy and associated policies
- Taking lawful affirmative or positive action, where appropriate
- Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings.

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IMPLEMENTATION

This policy is fully supported by the Creative Carbon Scotland Board

The Director has specific responsibility for the effective implementation of this policy but we expect all our employees to abide by the policy and help create the equality environment which is its objective.

In order to implement this policy we shall:

- Communicate the policy to employees, job applicants and relevant others (such as contract or agency workers)
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff
- Provide equality training and guidance as appropriate, including training on induction and management courses.
- Ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory selection techniques
- Incorporate equal opportunities notices into general communications practices (eg, staff newsletters, intranet)
- Obtain commitments from other persons or organisations such as subcontractors or agencies that they too will comply with the policy in their dealings with our organisation and our workforce
- Ensure that adequate resources are made available to fulfil the objectives of the policy.

Monitoring and review

We will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy. The effectiveness of our equal opportunities policy will be reviewed annually by the Board and action taken as necessary.

Complaints

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter with the Creative Carbon Scotland Treasurer, Gary Stewart. All complaints of discrimination will be dealt with seriously, promptly and confidentially. In addition to our internal procedures, employees have the right to pursue complaints of discrimination to an industrial tribunal or the Fair Employment Tribunal under any relevant anti-discrimination legislation. However, employees wishing to make a complaint to a tribunal will normally be required to raise their complaint under Creative Carbon Scotland's internal grievance procedures first. Every effort will be made to ensure that employees who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.

Date: 9 July 2012

Signature: *Euan Turner* Convenor

