



**Sheffield &
Rotherham**

APPLICANT PACK: CARBON REDUCTION OFFICER

NOVEMBER 2021



ABOUT SHEFFIELD & ROTHERHAM WILDLIFE TRUST

Sheffield & Rotherham Wildlife Trust is one of 46 Wildlife Trust working for wildlife across the UK. We are a registered charity and company, with a Board of 13 Trustees drawn from our membership. We are part of the local community, working to protect and enhance the natural environment of Sheffield and Rotherham for the benefit of people and wildlife. For over 30 years we have protected important wildlife, habitats and green spaces that matter to local people. We directly manage 16 Nature Reserves, thanks to our many volunteers, including the internationally important moorland at Blacka Moor, the much-loved Wyming Brook, the beautiful woodlands at Greno Woods and the locally important 'space to breathe' at Sunnybank.

Every year we engage with thousands of people of all ages, and have nearly 6,000 subscribing members and a rapidly growing social media following. We reach out to communities in some of the most deprived parts of the country through our Natural Neighbours programme. We run an Outdoor Learning Service for children and young people of all ages and abilities and we work with older, vulnerable, isolated adults to support them engaging back in to their communities through our Wild@Heart nature programme.

Recent projects include the delivery of natural flood risk management schemes with the Environment Agency on the Rother, recording the return of the otter along the River Don and producing the first ever State of Nature report for Sheffield. We are the lead partner for the successful Sheffield Lakeland £4 million Heritage Fund landscape partnership. We also take action for wildlife and green spaces under threat, supporting other groups and working with local people to campaign on issues that threaten our natural environment and local wildlife. Recent campaigns include opposing a Motorway Service Area on the Local Wildlife Site and ancient woodland at Smithy Wood, asking for a Street Tree Strategy for Sheffield and the retention of the Chelsea Road elm tree. We are also working together with other Wildlife Trusts to call for a 'Wilder Future' and a new strong Environment Act.

To find out more about our work please take a look at our website here: <https://www.wildsheffield.com/>

Wildscapes Consultancy (both a CIC and part of the Trust) works to improve places for people and wildlife by providing a range of land management and ecology services. Profit generated by the social enterprise is re-invested back in to the Trust's charitable activities - into our Nature Reserves, wildlife and habitat conservation, community engagement and campaign work.



JOB DESCRIPTION

Job purpose

The Sheffield & Rotherham Wildlife Trust has set an ambitious target to be carbon net zero by 2030 and we are looking for someone to support and deliver this ambition and to make a difference in the way we help reduce community emissions.

This role will support the HR & Operations Manager & Office Manager to kickstart the Trust's Carbon Reduction Strategy (CRS).

Main accountabilities

1. To be inspirational and enthusiastic with the ability and commitment to enable change for the organisation.
2. Provide coordination for the CRS working group.
3. To report on carbon and energy usage and make recommendations to reduce consumption, working closely with the internal CRS working group.
4. Research and source low/zero carbon products and resources in line with the carbon action plan.
5. Organise low carbon building improvements & maintenance including liaising with suppliers and creating purchase orders.
6. Identify, draft and submit applications for access to energy grants and funds with support from colleagues.
7. Research the development of renewable and low carbon technologies for SRWT buildings and facilities.
8. Develop the Trust's data around our carbon emissions and collate data to complete the Trust's carbon calculation sheet.
9. Champion a carbon reduction culture (energy efficiency) and awareness with staff, partners and residents.
10. Be able to build excellent relationships and demonstrate communication skills.



PERSON SPECIFICATION

Job experience

- Experience in supporting projects to reduce carbon emissions
- Supporting the delivery of projects
- An administrative background including developing and following processes

Desirable

- Experience of data analysis
- Experience of procurement/sourcing suppliers

Knowledge

- Understand the importance of carbon reduction
- The ability to gather information, extract key points and convey these in an accessible & succinct way
- Ability to create change in a positive and supportive way

Desirable

- Knowledge of the environmental sector

Skills and abilities

- Ability to effectively use Microsoft Excel and Word
- Ability to source and procure products and suppliers
- To be self motivating and solution focussed
- Strong interpersonal skills
- Knowledge on identification of funding opportunities

Equality & Diversity

- Demonstrate an understanding and commitment in relation to equal opportunity and the ability to implement these policies in the workplace.

Personal attributes

- The ability to work independently knowing when to escalate queries & issues
- Tenacity
- Empathetic



DETAILS OF EMPLOYMENT

Salary: Assistant Project officer (APO2) £20,354.82 pro rata (actual salary £8,141.92 pa)

Pension:

All staff who earn over £192 per week (£833 per month) are over 22 and under pensionable age, are automatically enrolled on the SRWT pension scheme following a 3 month postponement period. SRWT will contribute 3% and the employee 5%.

After 6 month's service the employee will be entitled to a 9% employer contribution which need not be matched.

Anyone who does not meet eligibility criteria will have the opportunity to join the scheme should they wish, although they will not qualify for SRWT contributions.

Hours: Full time 15 hours a week.

Location:

Sheffield & Rotherham Wildlife Trust, Victoria Hall, 37 Stafford Road, Sheffield, S2 2SF. Staff have the opportunity to use blended working, combining home and office working.

Probationary Period:

All new employees are required to undertake a period of probation for 6 months, in which they will be expected to establish their suitability for the post.

Annual Leave:

A pro rata amount based on a full time annual entitlement of 20 days holiday, plus 3 days to be taken between Christmas and New Year, plus bank holidays. Staff also receive a holiday bonus of 1 day per year for the first five years of full time service up to a maximum of 25 days per year.

Length of Contract: Fixed term to 31 March 2022 subject to business performance

Transport provision: Trust staff are required to use public transport wherever practical. (Please read SWT environmental policy for further guidance). However the post holder will have use of a pool of Trust vehicles when needed.

Equal Opportunities: Sheffield Wildlife Trust is striving to be an equal opportunities employer and selection of applicants is based on merit.

