

Title:	One Planet Living Partnerships Manager
Unit / Department:	One Planet Living
Location:	Based primarily at our Oxford office in Bicester, with regular, weekly working at our head office at BedZED in south London. Frequent travel in the UK and sometimes abroad will be required to develop the network and implement projects
Bioregional Grade:	Project Manager
Salary:	£31,500-35,000 depending on experience, plus 6% contribution to an ethical pension
Contract:	Full time, permanent

### ***JOB PROFILE***

---

#### Background to the role

One Planet Living (OPL) is a vision and a framework for delivering a genuinely sustainable future. Bioregional developed the framework to systematise the approaches we took to create the BedZED eco-village. We have been delivering groundbreaking One Planet Living projects around the world for 15 years, reaching nearly 630,000 people directly, inspiring millions and demonstrating proven results.

The urgency of the climate and ecological emergency has led Bioregional to re-launch One Planet Living as a more open resource, freely available to many, with a range of supplementary paid services. We are aiming to build a movement.

The ambition is for One Planet Living to be taken up by cities, companies, schools, community groups and citizens around the world via a global network of trained One Planet Living Integrators. One Planet Living will help change-makers to connect with each other and to speak a common, holistic language of sustainability, accessible to all.

#### Scope of the job

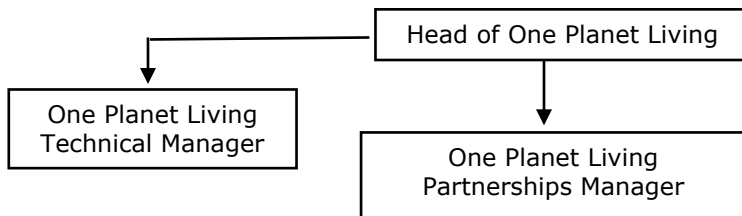
1. Scaling One Planet Living and helping to build a movement, working with the Head of OPL, the CEO & other senior staff to build new partnerships and projects.
2. Considering the user journey, identifying resources needed and working with the communications team to create them. Identifying human interest stories and impact data.
3. Marketing and business development for paid One Planet Living services. Taking a lead with a systematic approach, working with colleagues to develop & write bids.

4. Project delivery – primarily for the One Planet Cities project. Work with team members on delivery of other OPL projects including workshops and action plans, assisting with the Oxfordshire Greentech network.
5. Training in One Planet Living – take the lead role in establishing and running the new training programme, in collaboration with One Planet Digital. Support a new community of One Planet Living integrators.
6. Fundraising – in a support role with the Fundraising Manager and Head of OPL.

#### Position in organisation

The One Planet Living Partnerships Manager will report to the Head of One Planet Living.

The postholder will liaise closely with the Communications team, the One Planet Living Technical Manager, the business development and fundraising team and with Bioregional’s spin out digital platform company, One Planet Digital.



#### Dimensions and limits of authority

The post has a significant level of authority within the organisation. You will report to the Head of OPL and work strategically with her and other senior team members.

#### Qualifications & skills level

##### **Qualities**

- Customer-oriented, able to think about user needs in multiple contexts
- Highly motivated to tackle the climate and ecological emergency
- Well organised
- Completer finisher
- Personal presence of a professional and inspiring nature

##### **Skills and experience**

- Skills and experience in marketing, business development and sales, with evidence of success in a similar role
- Project management experience
- Skills for delivering talks and presentations
- Experience of writing successful proposals to secure paid work
- Workshop facilitation skills
- Environmentalist with broad knowledge of the issues and solutions
- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Experience of developing and maintaining a network will be advantageous: In this role the postholder will be both creating networks (One Planet Living

Integrator network, other user groups eg educators) as well as working with external networks (eg C40)

- Experience in any of the following may be advantageous but not essential: placemaking, the built environment, local authority, leisure or retail

### **DUTIES & KEY RESPONSIBILITIES**

		<b>%</b>
<b>1</b>	<p><b>Building partnerships and promoting One Planet Living</b></p> <ul style="list-style-type: none"> <li>○ Work with the CEO and Head of One Planet Living (OPL) to build relationships with new cities, new networks and to create new partnerships.</li> <li>○ Design and deliver a system for gathering feedback and insights on how different user types are using OPL services, tools and resources, including the user journey for creating One Planet Action Plans.</li> <li>○ Create opportunities for self-sustaining networks of different OPL users eg. cities, local networks within user cities, SMEs, NGOs, schools.</li> <li>○ Identify case studies and human-interest stories from OPL users and work with communications team to promote.</li> <li>○ Assist in capturing quantitative impact data from OPL users.</li> </ul>	<b>20%</b>
<b>2</b>	<p><b>Marketing and business development for paid OPL services</b></p> <ul style="list-style-type: none"> <li>○ Develop a systematic approach to marketing and business development, based on analysing the market, then leading on bid development.</li> <li>○ Work with One Planet Digital to promote OPL paid services</li> <li>○ Understand Bioregional’s existing paid advisory offers in the real estate, leisure and corporate sectors.</li> <li>○ Create or support the creation of new leads and advisory opportunities and then support colleagues from the appropriate Bioregional team in generating proposals and securing consultancy work.</li> </ul>	<b>25%</b>
<b>3</b>	<p><b>Project Delivery</b></p> <ul style="list-style-type: none"> <li>○ Project manage the One Planet Cities project</li> <li>○ Assist with delivery of the One Planet Oxfordshire programme</li> <li>○ Assist the OPL Technical Manager and other colleagues on delivery of OPL projects</li> <li>○ Work as a One Planet Living Integrator when required (training will be provided).</li> <li>○ Deliver One Planet Action Planning workshops and use</li> </ul>	<b>25%</b>

	<p>oneplanet.com to create action plans for partners and clients</p> <ul style="list-style-type: none"> <li>○ Assist with other tasks at the Oxfordshire regional team, Oxfordshire Greentech activities, or the wider Bioregional team, as required</li> </ul>	
<b>4</b>	<p><b>One Planet Living training and resources</b></p> <ul style="list-style-type: none"> <li>○ Manage delivery of the training programme (ultimately also delivering training)</li> <li>○ Manage and support a new community of One Planet Living integrators</li> <li>○ Identify emerging needs for new resources and work with the Communications Team to commission and create them (including videos, webinars and other online resources).</li> </ul>	<b>10%</b>
<b>5</b>	<p><b>Fundraising</b></p> <ul style="list-style-type: none"> <li>○ Support the Fundraising Manager and Head of OPL in identifying funding sources and submitting funding bids</li> </ul>	<b>10%</b>
<b>7</b>	<b>General admin</b>	<b>5%</b>
<b>8</b>	<b>Personal and professional development</b>	<b>5%</b>
		<b>100%</b>