

EDINBURGH SCIENCE

Job Description

JOB IDENTIFICATION

Job title: Project Manager, Climate Change

Responsible to: Chief Executive and Chief Operating Officer

Duration: 2 years fixed term contract (initially until end of April 2022)

Last Update: February 2020

OVERALL PURPOSE

At the core of our work is the belief that science and technology connect us – as individuals, disciplines and societies – and can help us exchange ideas, solve the environmental, economic and health challenges of the 21st Century and help shape and secure a collaborative, creative and sustainable future.

Edinburgh Science believes that the seriousness of the threat climate change presents to the sustainability and security of the planet is beyond doubt and the urgency to act is reaching unprecedented levels.

Edinburgh Science wishes to demonstrate leadership in the area of responding to climate change. We are committed to doing everything we can, as quickly as we can, to reduce our carbon footprint and those of the individuals and organisations that we work with and can influence. Every year, we programme events and activities that highlight environmental issues and encourage debate and discussion around all aspects of sustainability.

We want our work to show the public what the road to net-zero carbon emissions would look like. For audiences, businesses and government, we provide a platform for discussion across a range of venues and through a range of channels, from theatre to visual art. Issues of sustainability are at the heart of every Festival with a focus on food, agriculture, environment, energy and low carbon technologies. We rely on our venue partners to demonstrate and implement their own robust environmental practices. Through our roundtable events, which we are re-naming the Climate Opportunity Ideas Factory, we will push for private and governmental innovation.

The Project Manager (Climate Change) is an exciting new role responsible for the development and delivery of Edinburgh Science's growing portfolio of projects focused on carbon reduction.

These currently include two major projects planned to help Scotland achieve its target of being net zero by 2045. These are (i) the creation of a carbon reduction pledge and associated resources for businesses; (ii) the further development of the Climate Opportunity Ideas Factory, a round table programme started in April 2019.

KEY RESULT AREAS

- Develop, deliver and manage the roll-out of a carbon reduction pledge targeted at Scottish businesses
- Deliver the roll-out of Edinburgh Science's Climate Opportunity Ideas Factory
- Establish a system of evaluation and reporting for both Projects for the Senior Management Team and external funders
- Lead the successful project management of both initiatives.

MAIN TASKS

- (i) **Carbon Reduction pledge:** The purpose of the pledge is to raise awareness of the need for businesses to reduce their carbon footprints and to get them to pledge to do this.

Research and Develop

- Create and roll-out a carbon reduction pledge targeted at Scottish businesses
- Review; research and report on similar pledge schemes and demand for such schemes
- Review and research existing market tools and resources useful to businesses in this area
- Develop and deliver an online digital portal of resources to include tools and content to support businesses signed up to the pledge scheme
- Create and implement a strategy to recruit partners and ambassadors from across a broad spectrum of sectors and markets
- Research, identify and target prospective pledgers in line with the agreed strategy
- Manage the identification of best practice, tracking and briefing on EU / UK / Scottish climate policy and legislative requirements; advising and summarising climate science developments and taking forward key developmental and strategic climate opportunities as they arise.

Deliver and manage

- Work with internal and external stakeholders in order to facilitate introductions with prospective pledgees
- Meet with and recruit partners and ambassadors from across a broad spectrum of sectors and markets
- provide the lead on setting up any meetings, workshops and working groups.
- Deliver all pledge contracts to prospective pledgers
- Manage regular communications to existing and prospective pledgers
- To oversee reporting, cultivation and stewardship for all partners.

- (ii) **Edinburgh Science's Climate Opportunity Ideas Factory:** This is a cross-sectoral forum for leaders from diverse groups – business, NGOs, academia and research - to share information on and collaborate on a wide range of carbon reduction initiatives. This

initiative started in April 2019 and has recently been awarded funding support from both the public and private sectors.

Manage and co-ordinate

- Plan and convene a series of meetings of senior enterprise leaders at which they identify barriers to major carbon reduction in Scotland and attempt to devise solutions. Two types of meeting are used: large plenary cross-sectoral ones and more focused sectoral ones e.g on heat or aviation
- Research specific sectors to identify suitable companies and the planning of a series of sector-focused meetings
- Organise meetings and all associated logistics (including venue planning, guest list management)
- Act as Secretariat for this group, taking minutes, collating and sharing outcomes.

(iii) Other aspects:

Advocacy and relationship building

- Work closely with the Director of Development on the recruitment of all partners/pledgees as part of Edinburgh Science's larger longer-term supporter cultivation strategy.
- Build strong relationships with a wide range of stakeholders, including appropriate teams at the Scottish Government; Zero Waste Scotland; City of Edinburgh Council and Edinburgh Festivals Environmental Working Group.
- Represent Edinburgh Science at external events as required
- Attend appropriate conferences and seminars in order to strengthen relationships within the Festival and business community
- Attend networking events to build new contacts for and to galvanise change and support for climate change amongst businesses

Quality and Evaluation

- Evaluate all pledge partner relationships, involving colleagues in the process as necessary, to identify areas for improvement
- Keep accurate records of all prospective and existing pledgers in database system (ThankQ)
- Implement systems to monitor and report progress on both initiatives

Company Operations

- Provide input into advising Edinburgh Science on how to reduce its own carbon footprint and embed sustainable business practices across the organisation and its work streams (UK festival and education work; facilities and estates management; overseas work).

COMMUNICATIONS AND RELATIONSHIPS

Internal:

- Across all the internal teams
- Particularly close working with the Director of Development;
- Festival and Creative Director;
- Senior Projects Manager.

External:

- Development stakeholders, including Partners, Sponsors and funders such as Trusts, Corporate Sponsors, Suppliers, Professional & other Scientific bodies, and Board members.
- Scottish Government;
- Zero Waste Scotland;
- City of Edinburgh Council
- Edinburgh Festivals Environmental Working Group.
- Other Edinburgh Festivals

KNOWLEDGE AND EXPERIENCE, QUALIFICATIONS, TRAINING AND SKILLS

Essential:

- You have direct experience of working on carbon reduction projects
- You have a proven knowledge and understanding of climate change science/impacts; carbon reduction/ mitigation and sustainability issues
- You have demonstrable project management experience and skills in planning and managing complex projects; delivering projects within scope, time and budget
- A natural communicator and networker, you make connections with people at all levels and influence them through your emotional intelligence and well-honed negotiation techniques. You have previous experience of developing meaningful business partnerships and collaborating with multiple stakeholders and client management.
- You can communicate effectively in written reports and oral presentations.
- Confident, pro-active and professional, you assimilate information quickly and have a passion for connecting people and ideas and you think creatively and laterally about these in order to turn them into opportunities.
- You can organise, plan and manage your own work to ensure agreed deadlines and can anticipate potential problems whilst using your initiative and work without close supervision, while also contributing to a team based environment.
- You will have specific experience of using project management tools, systems and processes coupled with strong administrative and word processing skills; proficient in all

Microsoft Office packages, including Excel and familiar with preparing PowerPoint presentations.

Desirable:

- Degree qualified in a related subject
- Some experience of using a CRM system
- Previous experience of working in policy development
- Formal project management training or accreditation of PRINCE2 or similar professional qualifications highly desirable
- Commercial awareness

OTHER CONDITIONS

The role may involve some travelling. It may include occasional overnight stays and unsocial hours.

Edinburgh Science is committed to ensuring that:

- We are an exemplar organisation in the way we embrace environmental sustainability. To achieve this, it is the responsibility of all staff to minimise the environmental impact of their day-to-day activities and adhere to Edinburgh's policies on sustainability, waste, resource usage and carbon reduction.
- We uphold the principles of equality, fairness & diversity.
- We all work within a safe environment and adhere to good standards of health & safety.
- All information is protected and managed appropriately.

FURTHER INFORMATION

This is a full-time fixed term contract initially for 2 years based on current funding.