

 **Rags to Riches**

**Uphub Climate Project Manager**

Monday 4th May 2020 to Monday 31st March 2022

Part time: 3 days a week

£14,000pa

 plus 4% pension

Based on a 37.5 hour week. Flexibility required as post will require some weekends and evening work for events and workshops

An exciting opportunity has arisen at Govanhill Baths Community Trust (GBCT) for an experienced, motivated and passionate Climate Project Manager to join our Rags to Riches new upcycling CCF funded UpHub project.

We are seeking an enthusiastic individual with a passion for sustainability, who understands the opportunities and challenges of climate change and to drive Rags to Riches ambitious new Climate Change focused project. The successful candidate will work with our partners and communities to move towards more sustainable practices. You will have previous experience of working within a climate change related role in the third sector. The successful candidate will be responsible for meeting the Uphub project outcomes and able to motivate and manage R2R Uphub project team, local partners to achieve high performance standards.

The position is varied in nature and there will be the opportunity to work with the local community in order to reduce our impact on the natural environment. A thorough knowledge and detailed understanding of current issues and professional Climate Change/Mitigation/Adaptation practices is essential, combined with excellent communication and team working skills. A community-focused approach is also important, plus the ability to work collaboratively with schools and community organisations.

If you’re looking for a challenge, plus the opportunity to be part of a bold and innovative organisation that has big ambitions both for GBCT and for the wider community this is an excellent opportunity for you.

**Key responsibilities:**

* Develop, deliver and manage Rags to Riches new CCF Uphub project
* Establish a system of evaluation and reporting for CCF Uphub project staff, GBCT Trust Manager and Board and external funders
* Effective Line management for R2R project staff
* Lead the successful project management of CCF Uphub Project

**Management**

* Operationalise and lead in the delivery of the CCF Uphub objectives, outcomes and outputs
* Oversee and coordinate the delivery of the CCF Uphub programmes
* Develop and implement practical timescales, workloads and budgets
* Devise a media strategy to promote CCF Uphub Project

**Financial**

* Responsible for the operational and financial management of the CCF Uphub activities
* Responsible for adhering to the external funders’ budgets

**Administrative**

* Ensure all administrative compliances and contracts are in place prior to the start of programme
* Organise compliance materials, response, monitoring forms and financial information for reporting purposes

**Health & Safety**

* Responsible, under the terms of the GBCT policies and relevant legislation, for providing a safe working environment that is conducive to the wellbeing of other employees, volunteers, trainees, visitors and workshop participants

**Board of Directors and Reporting**

* Report to GBCT Trust Manager and Board on all CCF Uphub activities

**Knowledge and Experience, Qualifications, Training and Skills**

**Essential:**

* 3+ years’ experience of working carbon reduction projects
* Qualification ideally at Degree level in Community Development or Community Education equivalent or with appropriate/relevant experience
* Proven knowledge and understanding of climate change science/impacts; carbon reduction/ mitigation and sustainability issues
* Demonstrable project management experience and skills in planning and managing complex projects; delivering projects within scope, time and budget
* A natural communicator and networker, ability to make connections with people at all levels
* Previous experience of establishing effective partnerships and collaborating with multiple stakeholders
* 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
* 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
* Have specific experience of using project management tools, systems and processes coupled with strong administrative and word processing skills; proficient in all 5 Microsoft Office packages, including Excel and familiar with preparing & presenting PowerPoint presentations

**Desirable:**

* Experience of working within a social enterprise
* Previous work experience in a manufacturing environment
* Knowledge of/or experience of working within a deprived community
* Aware of issues of racism, cultural, ethnic and religious diversity
* Driving licence

**COVID 19:**

With the growing spread of COVID-19, we know this is a difficult time for everyone. Govanhill Baths Community Trust (GBCT) continues to be committed to do what’s right for our employees, volunteers and participants. We have enabled staff to work from home and some of our operations are now temporarily based off site.

However, we are still committed to delivering the Rags to Riches new UpHub project; an innovative waste reduction, upcycling, educational and manufacturing hub and are continuing with the recruitment process for the role above.
We aim to communicate knowledge and workplan to unable the new recruit to work from home if the government Covid-19's safety guidelines remain the same. Additionally, we are committed to remunerating the successful candidates and will pay wages following GBCT payment schedule.

See below the amended application details:

**Applications**Send a Covering Letter, on no more than 1 side of A4 using Arial 12 point, outlining how you meet the required skills and why you would like the post. CV’s can also be sent but not compulsory.

PLEASE NOTE: The deadline for applications has been extended and will close on **Friday 17th April** at **5pm**
Please email ragstoriches@govanhillbaths.com and include, ‘Co2 Community Engagement Officer Post’, in the subject bar.

**Interviews**
PLEASE NOTE : We will carry out interviews via the Zoom App. Interviews will take place on **Friday 24th of April**.