

Assistant Climate Change Policy and Engagement Officer (2-year fixed term contract)

Department: IHE

Division: Natural Environment

Reports to: Sustainability and Climate Change Manager

JE Ref: IE1143

Grade: CS08 **JE Date:** 04/04/2023

Job purpose

Provide comprehensive and effective administrative and project management for the delivery of the COP26 Education Pledge, set out as policy EN4 in the Carbon Neutral Roadmap. The role includes working with colleagues in Children, Young People, Education and Skills (CYPES) to develop suitable frameworks and systems as well as delivering a range of initiatives and running specific projects / work streams to help provide high quality climate education programmes across educational settings. The post is based within Infrastructure, Housing and Environment but involves working across Government of Jersey directorates including CYPES and The Cabinet Office.

Job specific outcomes

Assist on the development and implementation of specific climate education frameworks. This will include researching best practice in order to develop strategies and mechanisms to embed and measure climate education across different educational establishments consistently.

Initially work will focus on supporting Highlands College to fulfil their sustainability pledge which will embed climate change across all aspects of their business. This will involve working closely with their Community and Sustainability Board. Once a suitable framework is in place at Highlands College the systems will be modified and adapted for use across other educational establishments. This will provide continuity across CYPES to deliver high quality climate education into education and learning and ensure this can be monitored and success measured. This work will be carried out in conjunction with the School Improvement and Advisory Team.

Report the progress of the COP26 education pledge to the Sustainability and Climate Change Engagement Manager, Highlands College and CYPES and ensure that project delivery is consistent with Government strategic aims and environmental policies including the Carbon Neutral Roadmap.

Administer a climate educators network including sustainability and climate change training and learning opportunities, including setting up events and activities, for educators and for students. This will be done with others such as the Sustainability and Climate Change Engagement Team; Highlands College and CYPES.

Work with the Communications Unit and Head of Comms and other Government of Jersey departments to deliver effectively communicate with stakeholders both adults and children and

young people. including design of materials and reports, creating technical content for learning materials, media campaigns and web applications and for media releases, including key messages. Liaise with other internal and external stakeholders for the creation and distribution of promotional materials to support the successful delivery of high quality climate education and outreach campaigns specifically aimed at children and young people.

Manage internal processes and workflows.

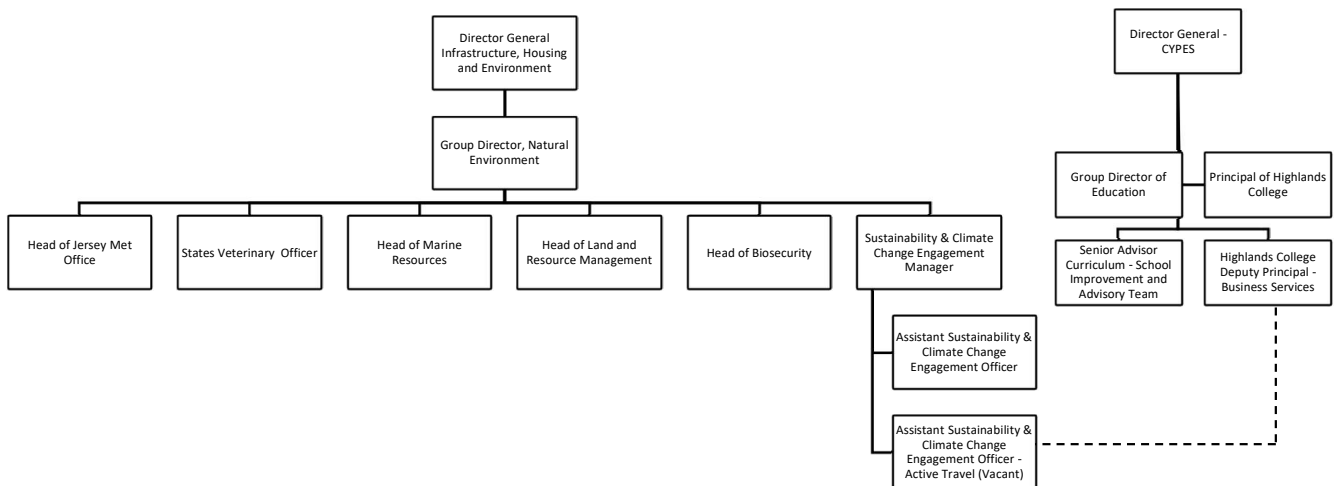
Act as the first point of contact for queries and contacts from the public, dealing with communications in a professional and calm manner, and ensuring communications are forwarded to the most appropriate individual or team in a timely manner. Produce and co-ordinate responses to complaints, comments and questions from interested parties, pressure groups, professional bodies and members of the public. These activities will contribute to the department's responsiveness and so enhance government transparency.

The post will include working with children and potentially also with vulnerable people.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Three A Levels or equivalent, Grade A – C.</p>	<p>Degree qualification or equivalent gained by substantial practical experience in a relevant specialism (e.g. Environmental Studies, Sustainability Management, Project management)</p>
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Environmental issues on a local, national and international scale</p> <p>Understanding of the importance of partnership working.</p>	<p>Understanding of the challenges that face Jersey for the future.</p> <p>Knowledge of The Alliance for Sustainability Leadership in Education</p>

<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Highly organised</p> <p>Ability to communicate confidently.</p> <p>Ability to conduct structured research and analysis.</p>	<p>Ability to travel across the Island eg can ride a bike/e-bike or driving licence</p> <p>IT skills, particularly with Microsoft Office applications e.g. word, excel, PowerPoint, outlook.</p> <p>Project planning and administration skills.</p> <p>A basic understanding of the political system</p> <p>A basic understanding of Jersey's educational system</p>
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Ability to inspire confidence, with effective communications skills.</p> <p>Good writing skills; ability to create documents and communications materials.</p> <p>Attention to detail.</p> <p>Ability to work with limited supervision.</p>	<p>Project administration skills, ability to organise multiple work requests and deliver to tight timescales.</p>
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Experience of working in a team facing multiple priorities and regular deadlines.</p> <p>Experience of working with a range of stakeholders.</p> <p>Working within environmental education or informal behaviour change</p>	<p>Experience in supporting the implementation of environmental campaigns</p> <p>Experience of creating social media content</p>
<p>Criteria relating to Safeguarding <i>Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.</i></p>	<p>Ability to communicate using simple language to a variety of audiences.</p>	<p>Enhanced DBS check as may work with vulnerable Islanders and children.</p>

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Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.