

Assistant Sustainability and Climate Change Engagement Officer

Department: IHE

Division: Natural Environment

Reports to: Sustainability and Climate Change Manager

JE Ref: IHE1134

Grade: CS08

JE Date: 30/05/2022

Job purpose

Provide comprehensive and effective administrative and project management for the Sustainability & Climate Change Engagement team. Help to deliver a range of initiatives and run specific projects / work streams to help provide education programmes to enhance environmental awareness and behaviour change.

Job specific outcomes

Assist on the development and implementation of specific education and awareness work streams – as determined by the Sustainability and Climate Change Manager- related to work to tackle the climate emergency and biodiversity crisis for example waste management, transport and other environmental conservation related initiatives. Manage discrete projects and/or workstreams of specific programmes.

Encouraging fundamental behavioural change within Government departments, schools, businesses and the community to raise awareness of key factors that affect Island life and require new sustainable ways of conduct. Report the progress of the education and outreach campaigns to the Sustainability and Climate Change Engagement Manager, and ensure that project delivery is consistent with Government strategic aims and environmental policies including the Carbon Neutral Roadmap.

Administer the eco active business network as well as other accreditation programmes applicable to the allocated projects. Administer training and learning opportunities, including setting up events and activities, for members of the eco active business network. Assist with supporting and enabling stakeholders from the business and wider public community to sign up and demonstrate their commitment to environmental and best practice sustainability standards for the benefit of the Island society.

Support the delivery of Government education and awareness campaigns and initiatives concerned with key environmental issues (e.g., including climate emergency, biodiversity crisis, waste, energy, transport and water) working closely with cross Government teams regarding campaign design, promotion and event management ensuring consistency of messaging and alignment with Government policies and awareness strategy. Including supporting community events.

Work with the Communications Unit and Head of Comms and other Government of Jersey departments to deliver effective campaigns including design of materials and reports to more effectively communicate with stakeholders both internal and external. Create technical content

for 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 education and outreach campaigns. Develop and deliver communications plans and strategies.

Manage internal processes and workflows, including procurement processes; initiate ordering of goods, review order requisitions and liaise with external providers to ensure goods and services are ordered and delivered on time and budget, thereby improving value for money and compliance with departmental and government policies and procedures. Monitor spending to ensure that education and outreach campaigns are run within defined budget allocations, notifying any inconsistencies or cost pressures to Senior Management to ensure that any issues are addressed and the awareness programmes are delivered successfully.

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.

Ensure the Sustainability and Climate Change Engagement team's compliance with corporate policies by acting as the team's initial point of contact for departmental registers e.g. Information Security Breaches, Health & Safety, Freedom of Information, Subject Access Requests.

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

Statutory responsibilities

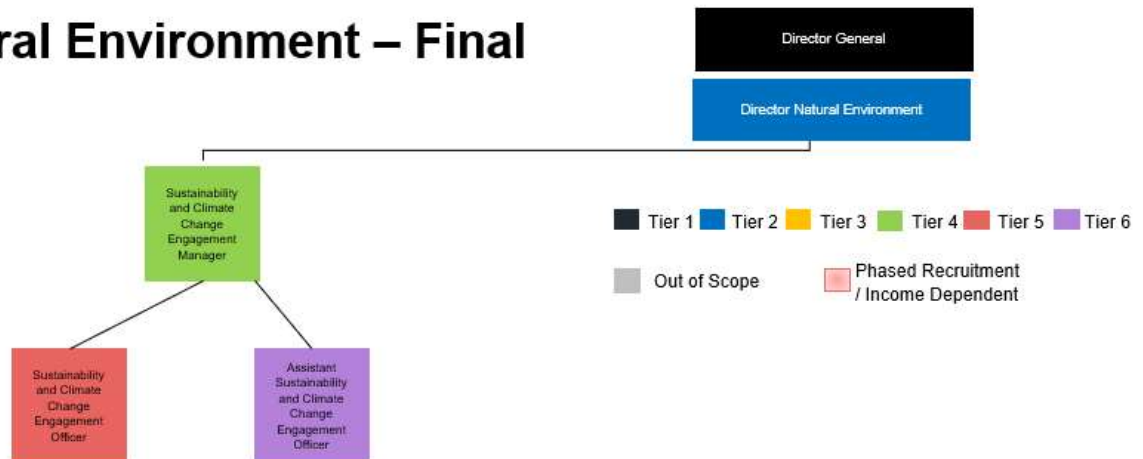
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisation chart

Insert an organisation chart showing this role and its line managers and reports (individual names must not be included only post titles)

<https://soj/Employees/DepartmentsUnderConsultation/Pages/GrowthHousingEnvironment.aspx>

Natural Environment – Final



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Degree qualification or equivalent gained by substantial practical experience in a relevant specialism (e.g. Environmental Studies, Sustainability Management, etc.)	Project management
Knowledge	Environmental issues on a local, national and international scale	Understanding of the challenges that face Jersey for the future.

	Understanding of the importance of partnership working.	
Technical / Work-based Skills	<p>Computer literate Highly organised</p> <p>A basic understanding of the political system</p> <p>Ability to communicate confidently.</p> <p>administration skills.</p>	<p>Driving licence (Group B)</p> <p>Ability to operate the Microsoft Office package eg word, excel, PowerPoint, Outlook.</p> <p>Web editing</p> <p>basic design techniques including knowledge of Canva and Adobe</p> <p>Project planning skills</p> <p>Knowledge of CRM</p>
General Skills/Attributes	<p>Good writing skills; ability to create documents and communications materials. Attention to detail.</p> <p>Good relationship building skills</p> <p>Project administration skills, ability to organise multiple work requests and deliver to tight timescales.</p> <p>Ability to work with limited supervision.</p>	<p>Ability to present effectively, both verbally and in writing</p>
Experience	<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>
Criteria relating to Safeguarding	<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>

Core Accountabilities, Attributes and Behaviour Indicators

Delete as appropriate:

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 6 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.