

# Reading Climate Change Partnership Support Officer (part time post)

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# Job Description

**Job Title** Reading Climate Change Partnership Coordinator

**Location** Civic Offices

**Grade/Salary Range** RG5b (SCP 28-31) Part time - 2 days per week - 0.4FTE

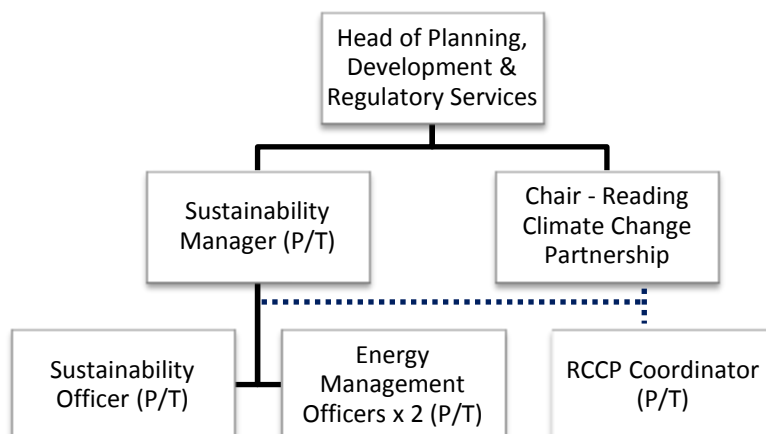
**Service/Directorate** PLANNING, DEVELOPMENT AND REGULATORY SERVICES  
DIRECTORATE OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

## Job Purpose

1. To support the chair of the Reading Climate Change Partnership working with external partners to bring forward projects and programmes in Reading that will help to deliver the strategic objectives of the Reading Climate Change Strategy ‘Reading Means Business on Climate Change’.
2. To develop a network of organisations interested in participating in the Reading Climate Change Partnership, energy efficiency and/or renewable energy projects in the local area.
3. To manage funding proposals and provide information to potential applicants reporting to the chair of the partnership and the budget holder.
4. To manage the communications of the Reading Climate Change Partnership.
5. To coordinate Board meetings and sub-group meetings as necessary.
6. To monitor Reading Climate Change Partnership Action Plan progress with theme leads and delivery partners.

## Designation of Post and Position within Departmental Structure

The Sustainable Partnerships Officer Reports to the Chair of the Reading Climate Change Partnership and the Sustainability Manager who reports to the Head of Planning, Development and Regulatory Services.



## ***Main Duties and Responsibilities***

1. To work closely with members of RCCP, and its delivery partners as well as other internal and external experts and partners to support delivery of the Reading Climate change strategy.
2. To work collaboratively with partners from across Reading and Berkshire, including a range of internal and external organisations and community organisers to develop delivery approaches.
3. To coordinate quarterly partnership and other meetings, as required, working with the chair of the partnership to organise the agenda, book venues and send out information in advance.
4. To record minutes and actions at partnership board meetings and other meetings as required.
5. To respond to enquiries on behalf of RCCP.
6. To coordinate the Reading Climate Action Network, preparing and sending out newsletters to participants.
7. To maintain and update the RCAN website.
8. To process information contained within grant applications, providing information to the RCCP board about their relevance to the delivery of the strategy so that they can be determined by the board. To write to applicants in response to applications and their determination by the board.
9. To support the Reading Borough Council Sustainability Manager in the reporting of the budget to the partnership and Council.
10. To organise events on behalf of RCAN and RCCP.
11. To maintain a register of members of RCAN.
12. To produce reports and publicity material reporting on the detail and progress of specific projects.
13. To provide support to and build the capacity of the RCCP and communicate with partners in relation to their delivery of a range of key programmes and projects.
14. To attend meetings on behalf of RCCP and/or with the chair of the RCCP and other members of the partnership. To represent the RCCP externally.
15. To advise the chair on matters relating to the governance of the partnership in respect of its terms of reference.
16. To work flexibly including occasional late meetings and weekend work.

## ***Scope of Job (Budgetary/Resource Control/Impact)***

1. Impact of this role is highly significant in supporting the partnership working of the Council in respect of climate change and delivering the priorities of the Readings Climate Change Strategy and the Thames Valley Local Enterprise Partnership .
  - a. The post will have contact with Council officers and Councillors and their partner organisations.
  - b. The post will involve managing the delivery of meetings and events.
2. Health & Safety responsibility level 1

### ***Special/Other Requirements/Responsibilities of this Post***

|   |                   |
|---|-------------------|
| <b><i>Level of DBS check required for this post</i></b>   | No Check Required |
| <b><i>What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)</i></b> | None              |
| <b><i>Is this post “politically restricted”?</i></b>  | <b>YES / NO</b>   |
| <b><i>Responsibility for Health &amp; Safety:</i></b>   | <b>LEVEL 1</b>    |
| <b><i>Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the “Main Duties &amp; Responsibilities” above</i></b>  | N/A               |

## Person Specification

### *Qualifications/Education/Training*

1. Qualification in English, and one or more of Environment, Business, Communication.
2. Knowledge of sustainable development, including climate change and energy
3. Evidence of continued professional development.

### *Experience*

1. Experience of coordinating groups or networks.
2. Experience of working in one of more of the following: communication, energy, climate change, sustainability, environment
3. Experience of report writing, presenting and producing promotional materials for a range of audiences.
4. Experience of budgets in a project and/or revenue context.
5. Demonstrable track record of working with networks or organisations and presenting information publically.
6. Experience of managing or facilitating groups involving multi-agency contributions.

### *Skills, Abilities & Competencies*

1. Ability to communicate effectively at all levels in order to gain the co-operation of partners.
2. Good networking skills. Able to maintain communication with a large number of partners and specialists from the public, private and community sectors, representing the Council and relevant partnerships.
3. Well developed influencing, persuasion and negotiation skills. Ability to work effectively at a number of levels across the partnering organisations and external organisations and groups.
4. The ability to convene multiple organisations with different priorities and develop a consensus, leading to commitment and delivery.
5. Able to effectively monitor and track progress on extensive projects and programmes.
6. Good presentational skills being able to interpret and concisely convey complex information to a range of audiences.
7. Ability to drive delivery through using a positive, solutions focussed approach.
8. Good awareness of sustainable development, environmental management and behavioural change

9. Some theoretical knowledge of energy and carbon emissions in the context of meeting the objectives of the Council and RCCP change partnerships.
10. Awareness of and sensitivity to the political context of the council's and partner's work.
11. The ability to work sensitively with partner organisations with varying political and organisational composition.
12. Adaptable and flexible, able to manage a varied workload under pressure and meet tight deadlines.
13. Computer proficiency, particularly with web, Microsoft word, excel, outlook and powerpoint.
14. Ability to understand and work with budgets on behalf of the Sustainability Manager and multiple partners.

### *Specific Working Requirements*

1. Ability to work out of hours and to attend occasional evening and weekend meetings.
2. The post holder will be required to travel to meetings at sites, primarily in Reading but may include occasional travel to other UK destinations. Travel will primarily be using sustainable transport.