



# TheCAE

## Vacancy

### **Job Description: Project Manager (Climate Action)**

**Organisation:** The CAE

**Location:** Swansea

**Start:** 10 January 2022

**Contract:** 2 years

**Salary:** £10.65/hour

**Hours:** 16 hours a week

(Probation period: 3 months)

**Reporting to:** Head of Service Delivery

#### **Key purpose:**

The CAE is a South-Wales based organisation that aims to inspire, support and promote BAME employment and entrepreneurship and is the only organisation of its kind in the UK that has developed solutions to support members of the BAME community who wish to find jobs or set up and grow their businesses.

We are looking for a Project Manager who will work solely on our Climate Action programmes, supporting the implementation of the organisation's climate change strategy and action plan. Through our activities, we work to raise awareness to marginalised BAME communities, inspiring changes in action in their day to day lives. This is through delivering bespoke environmental activities, as well as integrating climate action in existing and ongoing projects.

Through the role, the individual will work across the organisation, within the community and in partnership with other organisations to ensure the goals are met. The post holder will drive innovation, while ensuring that projects are delivered effectively.

The post-holder will be a self-starter, with passion and motivation to make a difference. The individual will be a member of a team, who places a premium on quality, to ensure that the extensive range of services offered are compliant and person centric.

#### **Main Responsibilities**

- Work to develop, lead and deliver activities as set out in the organisation's climate change action plan.
- Support and contribute to multi-disciplinary and multiple project teams to deliver climate action across the organisation.
- Monitoring and evaluating performance of the project as they relate to climate change, including collating and reviewing data and reporting on progress.
- Identify and engage with climate change networks and forums, regionally and nationally to help inform and add value to the organisation's action plan.
- Collaborate with and provide climate change advice, guidance and expertise to fellow staff across the organisation to assist delivery of climate action objectives.

- Represent the organisation at internal and external meetings or organisations, regional meetings, inquiries and other settings. Prepare and present detailed advice and reports in adherence with the best professional standards.
- Undertaking any associated duties as required.

**This list is not exhaustive and the role of the Project Manager may change to meet the nature of the business and services.**

### Person Specification

<b>Knowledge, including educational qualifications:</b>	<b>Essential (E)/ Desirable (D)</b>	<b>How assessed: Shortlisting/ Interview</b>
1. Practical working knowledge of project management practices, including methods, processes, tools and techniques to control risks and achieve outputs and benefits	Desirable	Shortlisting/ Interview
2. Educated to at least level 2 equivalents, with GCSE Maths and English or be able to demonstrate equivalent knowledge, skills and aptitude.	Essential	Shortlisting/ Interview
3. Knowledge and understanding of the third sector spectrum.	Essential	Shortlisting/ Interview
4. A good knowledge and understanding of a range of climate change and environmental sustainability issues.	Essential	Shortlisting/ Interview
5. Understanding of the issues/barriers related to refugees, asylum seekers and other BAME groups.	Desirable	Shortlisting/ Interview
<b>Experience:</b>		
6. Delivering projects with a wide range of internal and external stakeholders.	Desirable	Shortlisting/ Interview
7. Experience analysing information and developing practical and innovative solutions to manage problems.	Essential	Shortlisting/ Interview
8. Ability to ensure excellent judgement in making evidence based decisions.	Essential	Shortlisting/ Interview
9. Computer literacy including Word, Excel, PowerPoint,	Essential	Shortlisting



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email packages and social media (Facebook, Twitter and Instagram)		
10. Can communicate clearly and with confidence both orally and in writing, including reporting, presentations	Essential	Interview

### Desired Personal Attributes:

- Self-motivated and a self- starter with the ability to use own initiative
- Ability to work as part of a team and be flexible
- Organisational skills
- Analytical skills
- Well developed interpersonal skills
- Numeracy skills
- Communication skills
- Team Working skills
- Diplomacy
- Ability to motivate people

**If we receive a high number of applications, we reserve the right to increase the number of competencies that the candidates will have to demonstrate.**

### How to Apply:

Please submit your CV and cover letter to [info@caentr.org](mailto:info@caentr.org). It is in your interest that you are clear in your application about how you meet the essential criteria with clear examples where possible.

### Deadline for Application:

30 November 2021

### Interviewing:

Week Beginning 13 December 2021