



Job description

Job title: Project Manager

Reports to: Education Manager

Department: Education

Hours: 30 hours per week

Contract: Fixed Term for 12 months with the potential to extend

Salary: £32,000p.a. pro-rata (£40,000p.a. FTE)

Location: Home-based / Wigan or London offices with hybrid working available

1. Purpose of the job

Keep Britain Tidy is introducing an exciting new Project Manager role based in the Education Team, this dynamic new role will focus on the following key areas:

- Overseeing the day-to-day operational delivery of Eco-Schools' new schools carbon footprint calculator, 'Count Your Carbon'.
- Project Managing the delivery of future iterations/updates to Count Your Carbon.
- Working with the Keep Britain Tidy Education Manager to identify and pursue fundraising opportunities for Count Your Carbon and wider Education Team projects.
- Project Managing the delivery of Education team bespoke projects.

Eco-Schools is the nation's leading environmental and sustainability education programme, breaking new ground with the Count Your Carbon calculator - an innovative tool that will support schools to understand their carbon emissions, create realistic and impactful Climate Action Plans and decarbonise their operations.

We are seeking an experienced and dynamic project manager, who is carbon literate and has an understanding of the schools system in the UK. The role can be based anywhere in the UK with the expectation to travel to events, predominantly London based as needed, engaging with schools, suppliers, consultants, academics, local/national government and corporate partners from across the UK to ensure Count Your Carbon evolves into a sector-leading resource.

2. Budget responsibility and decision making

Responsible for working with the Education Manager to deliver workstreams within allocated budget, maintaining records and processing payments.

3. Principal accountabilities

Count Your Carbon:

- Working with the Count Your Carbon steering group to outline future phases of development for the tool.
- Developing agreed concepts for future iterations and updates to the calculator into practical project outlines or proposals.
- Project managing the delivery of future phases of development for the tool, including:
 - Creating and maintaining project management documentation, such as operational plans, schedules and risk logs.
 - Liaising with various partners and contractors (such as carbon management experts and web developers) to ensure successful delivery of the different aspects of development.
 - Managing project spend and reporting monthly to the Education Manager.
- Line-Managing a part-time admin assistant.
- Ensuring monthly reporting about usage of the tool is delivered to the Count Your Carbon Steering Group.
- Ensuring reporting is delivered to external partners (such as Local Authorities and Multi-Academy Trusts) upon request.
- Collaborate with the Keep Britain Tidy Education Manager and Marketing Manager to devise and deliver a marketing plan for Count Your Carbon.
- Liaising with carbon experts and web developers to ensure the Count Your Carbon website and the calculation methodology is updated as required to account for the influx of schools data, new emissions factors and new digital developments.
- Implementing updates to the calculator landing page.
- Delivering evaluation with users and partners to understand impact and usability.
- Cover for periods of absence across the team
- To undertake other tasks from time to time as requested by the Education Manager
- To be responsible for the Health and Safety of themselves and other direct reports, to co-operate under the Health and Safety at Work Act 1974 to ensure safe working practices are maintained

Other Projects:

Co-developing new Education programme activity streams, and managing their delivery throughout the year.

Fundraising:

- Identify fundraising and sponsorship opportunities for Count Your Carbon, and other Education Team projects.
- Creating fundraising and sponsorship pitch decks and proposals in collaboration with the Education and Fundraising Managers
- Developing relationships with potential funders/sponsors and converting them into confirmed funders/sponsors.
- Delivering evaluation with users to understand impact and usability.

4. Supervision of employees – complexity of ‘leadership’, number of direct reports, reporting level

- One direct report.
- Reports to Education Manager

5. Contact with others – level of customer contact internal/external

- To manage relationships with schools, suppliers, consultants, academics, local/national government and corporate partners from across the UK.
- To consult with other teams, working in partnership where appropriate, to ensure all key stakeholders can contribute.

6. Major challenge of the job

- To oversee the day-to-day operational delivery of ‘Count Your Carbon’ and manage the delivery of future iterations/updates to Count Your Carbon.
- To develop new programmes within the Education team.

7. Person Specification

| Experience, Knowledge and Skills | Essential | Desirable | Method of Assessment |
|--|------------------|------------------|-----------------------------|
| Experience of project management, including creating and maintaining project management documentation, such as operational plans, schedules and risk logs. | ✓ | | Application and interview |
| Experience of managing partner relationships across a variety of stakeholders with different expectations. | ✓ | | Application and interview |
| Experience of managing, using and reporting from large datasets. | ✓ | | Application and interview |
| Experience of evaluating projects and implementing changes based on findings. | ✓ | | Application and interview |
| Demonstrable basic carbon literacy | ✓ | | Application and interview |

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| Experience of working with or in nurseries and schools. | | ✓ | Application and interview |
| Experience of working on fundraising bids, including identifying potential funders. | ✓ | | Application and interview |
| Ability to represent Keep Britain Tidy, building excellent working relationships with all stakeholders, remotely or face to face | ✓ | | Application and interview |
| Solution focussed approach | ✓ | | Application and interview |
| Excellent written and verbal communication skills, confidence and experience in writing communications, providing data, and reports | ✓ | | Application and interview |
| Excellent organisational skills | ✓ | | Application and interview |
| A commitment to ED&I and an ability to plan for inclusion | ✓ | | Application and interview |
| A high level of computer literacy in dealing with standard Microsoft packages including Outlook, Word, Excel and PowerPoint | ✓ | | Application and interview |
| A commitment to addressing climate change, biodiversity loss and environmental degradation | ✓ | | |
| Other requirements | | | |
| A genuine commitment to the principles and goals of Keep Britain Tidy | | ✓ | Application |
| The willingness to undertake national travel, with occasional overnight stays | ✓ | | Application |
| A requirement to undertake DBS checks upon appointment | ✓ | | Application |