

Climate Change Stakeholder Engagement Officer

The post offers a unique opportunity to work with Ashden's successful Liveable Towns and Cities Team whilst being embedded in the heart of a combined authority. Ashden has developed an innovative approach to help people think about the additional benefits that climate action can bring. Your role will be to prove this concept and share the learning as you go whilst improve the lives of people living in the North East.

- Full-time, fixed post for 2 years
- Salary c. £30k per annum plus benefits
- Employed by Ashden but based at North of Tyne Combined Authority



Ashden's low carbon cities visioning work

Introduction to Ashden

Ashden champions excellence in local, sustainable energy solutions that cut carbon, reduce poverty and improve people's lives. Our annual awards scheme identifies, rewards and raises the profile of outstanding enterprises and programmes that are environmentally and socially beneficial. We go on to work with our award winners long-term, helping them to scale up and maximise their potential for growth and impact as well as spreading their knowledge and expertise to encourage learning and replication. Over the last 18 years, we have built a vibrant network of innovators and pioneers, business support providers and financiers.

One of our core work programmes is focused on creating 'Liveable Cities' - working with UK cities to help them realise their sustainability ambitions. Our focus is the metro mayor city regions, and the new opportunity for environmental leadership that they offer. Our Liveable Cities programme (see <https://www.ashden.org/programmes/liveable-cities-programme>) supports climate policy and action that concurrently tackles inequality and social injustice alongside carbon reduction. Climate action has many co-benefits such as providing clean air, energy efficient homes, uncongested streets and new business opportunities.

We see the new devolved powers of the metro mayors as a huge opportunity to catalyse a 'just transition' to a low carbon economy, by supporting policy makers to integrate the wellbeing, livelihoods and economic needs of local communities into strategies for lowering carbon emissions. We aim to develop methodologies for achieving this, such as working across portfolios and budgets to reduce costs and giving communities a stronger voice in setting priorities. Public support and engagement are needed, both to accelerate climate action through providing a political mandate and also to help create policies that reflect local community needs and aspirations.

For further information on Ashden please see www.ashden.org

Purpose of the role

The role has two main elements:

- The core objective of the postholder will be to work intensively to roll-out our co-benefits approach for creating climate action policy. This approach underpins our toolkit for local authorities – see ashden.org/programmes/co-benefits. This toolkit was developed in collaboration with members of our City Region Sustainability Network who are keen to work with us on the implementation of a co-benefits approach.
- The postholder will also work with the Ashden team to support a range of projects designed to share what Ashden, our winners and local authorities have learnt. You will help build awareness of Ashden and our work and develop our range of stakeholders and partners. You will also assist in both finding and supporting Ashden Award winners and promoting their work.

Progress will be monitored against:

- Steps taken to engage and develop links with community groups.
- Multi-outcome policy development workshops and events.
- Tracking follow-up actions and nurturing collaborations.
- Best practice information, case studies and videos added to the Co-benefits Toolkit.
- Promotion of Ashden work to a new and wider audience.

Success factors will include:

- Community and civil society organisations engaging with a climate action co-benefits strategy, empowering politicians to take more ambitious climate action.
- Concrete policy initiatives that solve multiple city challenges and tackle inequality.
- New funding allocated to climate action in the area with co-benefits for all citizens.
- Enhancing Ashden's presence in the North of England.

Position in organisation

This is a new role, employed by Ashden as part of our 'Liveable Cities' team and based primarily at the North of Tyne Combined Authority, within the policy team.

As part of the Cities Team, this role will report to the Head of Cities or Cities Manager at Ashden and will principally work across our cities programme alongside our co-benefits work. Additional day to day support will be provided by Leanne Wilson, Policy Development Officer based in the North of Tyne Combined Authority. You will therefore have a unique opportunity to be based in a Combined Authority, working with their staff and stakeholders and with a small and dynamic team based in London. You will also work directly with our Communications Team to ensure we gain maximum impact for our projects and events and use communications to create additional change.

Job description

The post holder will lead on developing and testing a methodology for policy development that solves environmental and social issues whilst also integrating the wellbeing, livelihoods and economic needs of local communities. This will involve:

- Working collaboratively with colleagues at Ashden and with staff at the Combined Authority to engage with community groups and other stakeholders to promote citizen engagement in climate issues.
- Working with policy makers and politicians at the Combined Authority to encourage and facilitate collaboration across departments and budgets on multi-outcome policies.
- Bringing together community representatives, policy makers, politicians and wider stakeholders to work on policy initiatives using creative techniques such as those Ashden has already piloted in the West Midlands (further details available [here](#)).
- Nurturing the connections made at these events, tracking progress and facilitating working groups to follow ideas through to concrete actions and tangible outcomes.
- Representing Ashden and its work through a range of forums.
- Disseminating learning through our, and others', networks whilst promoting partnership working and collaboration.
- Using Ashden events, research and communications platforms to reach our targeted audience.

The duties and responsibilities outlined in this job profile are indicative of the role, but they are not exhaustive and may be subject to change. In addition, you will be required to undertake other reasonable duties as directed by your manager.

Person specification

Essential

- Expertise in a variety of stakeholder consultation methods with a proven track record of delivering and managing successful stakeholder engagement activities and projects, including building consensus and managing conflict.
- Experience of working in partnership with a number of different stakeholders, organisations or groups Good understanding of local government, the communities it serves and the services it provides.
- Experience of working within complex communities facing a range of socio-economic challenges.
- Excellent skills in planning and delivering workshops and events.
- Strong communication skills, including written and oral communication.

- Ability to represent both Ashden and the Combined Authority and liaise with external organisations as appropriate.
- Ability to work flexibly including attending evening meetings and work appropriately on own initiative and manage a demanding workload.
- The confidence and ability to develop an imaginative and innovative approach to community engagement.
- An interest in and good knowledge of sustainability and environmental issues.
- An understanding of equality and diversity and how this can have an impact on the delivery of initiatives.
- Commitment to anti-discriminatory practice and equal opportunities. An ability to apply awareness of diversity issues to all areas of work.
- Strong sense of ethical and professional behaviour.
- A good understanding of Microsoft Office products i.e. Word, Excel, Powerpoint
- Experience of designing and delivering community engagement events.

Desirable

- Experience of working in the North of Tyne area, with a good network of local contacts in the region's third sector organisations.
- Knowledge of existing UK climate change policy and experience of working on relevant projects or policies

Salary and benefits

Ashden aims to be a progressive and considerate employer and assist employees to maintain a healthy work/life balance.

Contract: Full-time, fixed for two years (this post could potentially be offered as a 4 day a week part time role; please indicate in your application if this is something you would like to consider.)

Salary: c £30,000 pa (depending on qualifications and experience), plus a generous package of benefits.

Location: To be based primarily at North of Tyne Combined Authority (with offices currently North of Tyne Combined Authority, Quadrant West, 2 Quicksilver Way, Cobalt Business Park, Newcastle upon Tyne, NE27 0QQ, but with a planned relocation to the centre of Newcastle in spring or summer 2020), with the flexibility to work a certain amount of time from home.

Some travel will be required, including regular meetings in London. Travel expenses will be reimbursed.

Hours: 35 hours per week with some flexibility e.g. to organise and attend events outside of standard working hours; there is provision to provide time off in lieu for out of hours working (details are provided in Ashden's policies and procedures, available on request).

Benefits:

- In addition to all public and bank holidays in England and Wales, 22 days' annual leave, increasing to 23 days in the second year of the contract.

Additionally, the three working days between Christmas and New Year's Day which are not public holidays, when the offices are closed.

- A sum equivalent to 12% of annual salary paid into the Group Personal Pension scheme.
- Death-in-service insurance policy at four-times annual salary.
- Permanent health insurance (75% of salary).
- Entitlement to join the private medical care scheme. This is a taxable benefit.
- Option of a regular health check (after successful completion of probationary period).
- Interest-free season ticket loan.
- Employee Assistance Programme.
- A range of salary sacrifice benefits which staff can select to suit their needs.

Working at Ashden

Ashden is an exciting place to work and we pride ourselves on looking after our team well. We offer opportunities for learning and support our staff to reach their potential. But don't take our word for it – here's what some of the team say:

- “It is great to work in an organisation where people are enthusiastic about their jobs and really believe in the work that we do. Ashden as an organisation really understands and supports flexible and remote working, which means that being a working mum is manageable.”
- “We have a small team of lovely, passionate and like-minded people, like an extended family. The work we do has a huge impact on people's lives, and I get to see and experience it first-hand. We have a flexible office with great resources and support infrastructure.”

How to apply

To apply for this role, please send a CV (no more than 2 pages) and a covering letter (of no more than 500 words) outlining why you are interested in the role and how your skills meet the person specification. Please send your applications to emma.jones@ashden.org, to arrive **no later than 30 January 2020**. Please note that, if invited to interview, you will be asked to provide evidence of your eligibility to work in the UK.

First round interviews will be held in Newcastle in late January with second round interviews held in London (travel expenses will be provided for the latter). Please let us know in your covering letter if you have any disabilities or health issues we should be aware of in order to assist you during the interview process.