

**Carbon Champions Co-ordinator – Freelance contract end May 2022 – end Feb 2023  
approximately 10hrs per month (variable), max contract is 96 billable hrs.**

The Lordship Hub are looking for a Tottenham or Haringey based **Carbon Champions Co-ordinator** to help us with a two-part project linked to our Solar Panel and Carbon Reduction project funded by the Haringey Community Carbon Fund and supported by The Mayor of London.

We are looking for a highly organised and motivated Carbon Champions Co-Ordinator to:

- Recruit and retain 10-15 local volunteers who will be trained over 10 sessions as Carbon Champions by a Carbon Champions Trainer.
- Liaise with the Carbon Champions Trainer to make sure volunteers have the materials/additional support they need
- Create timely, regular updates to The Hub Admin and Funding Officer
- Work with newly trained carbon champions to set up FREE Carbon reduction advice surgeries for local people
- Develop general publicity and links with local communities to enhance the Hub's capacity to promote renewable energy alternatives
- Provide end of project evaluation materials

Our ideal candidate must be able to work both alone, liaising directly with the Carbon Champions Trainer and with the Admin and Funding Officer at The Lordship Hub. Our ideal candidate will have proven experience of community organising with good links to the community. They need to have experience supporting volunteer recruitment and retention and have an interest in eco-issues. We are expecting that most of the in real life (IRL) sessions will be happening during the day, in school hrs, but there will be a digital component to allow participants to complete in their own time.

The rate is £20 per hr, but the hrs will vary across the life of the project. The bulk of the project will take place at The Lordship Hub, but there will be sizeable part of the project run on-line. (TBC with the Carbon Champions trainer) and it would be desirable for the co-ordinator to be available to monitor and support the project on the days when training and/or advice surgeries happen at The Hub. We are expecting that for the bulk of the project that the project co-ordinator times will coincide with the carbon champions training and the advice sessions. We are hoping for these to happen as part of our community Thursday's programme. It is desirable that the candidate have an enhanced DBS certificate or will be willing to get one.

Please send a current cv and covering letter detailing your experience, suitability and interest for this role to [debra@lordshiphub.org.uk](mailto:debra@lordshiphub.org.uk) with '**Carbon Champions Co-Ordinator**' in the title.

This is an equal opportunities role.

Application closing date of Thurs May 19th 2022

Interviews: Weds May 25<sup>th</sup> or Thurs May 26th (exact time tbc)

**Skills requirements:**

Community organising track record preferably in Tottenham and/or Haringey

Interest and understanding of eco-issues

Strong networking skills

Able to self-organise and manage own workload

Ability to create and run outreach campaigns

Knowledge of creating and managing social media

Excellent word and excel

Understanding of evaluation and reporting

[www.lordshipub.org.uk](http://www.lordshipub.org.uk)