

ALTON CLIMATE ACTION NETWORK



ACAN Eco-Streets: Project Manager (Fixed-Term) Job description

Job title	Project Manager – ACAN Eco-Streets
Part-time	12 hours per week for 12 months (Fixed-Term, 50 weeks), flexible working, home-based outreach project
Main purpose of job	Plan, deliver and evaluate a pilot neighbourhood community project exploring different ways of supporting people to reduce their environmental impact
Key objectives	<ul style="list-style-type: none">-Bring local people together in the Whitedown area of Alton to improve their carbon literacy and reduce their greenhouse gas emissions, and also to improve the local natural and built environment.-Ask local people how they would like to reduce their environmental impact and support them in doing so, exploring different ways of facilitating change and reaching out to people.-Ongoing review to inform future similar projects in other areas of Alton.-Produce an evaluation report at the end of the project
Responsibilities	<ul style="list-style-type: none">• Devise a project plan, agree it with the ACAN Management Committee, and implement it (with support from the ACAN core group and drawing on the resources offered by all the groups in the ACAN network).• Devise an evaluation plan, agree it with the Management Committee, and execute it.

	<ul style="list-style-type: none"> • Build relationships with local people and groups including schools and youth groups, faith groups, care homes, social and residents' associations etc. • Talk to local people (possibly through a door-to-door survey initially) to raise awareness of the environmental crisis and what they can do to address it in their own lives. • Encourage local people to volunteer with this project. • Ensure inclusivity within the project as far as possible. • Deliver talks and presentations as appropriate • Publicise the project using social and local media, alongside the ACAN core group. • Keep before and after records for evaluation purposes, and attendance and feedback records. • Report back regularly to the Management Committee.
Reporting arrangements	The Project Manager will report to the ACAN Management Committee, with day-to-day oversight and support provided by the ACAN Chair of Trustees and colleagues in the ACAN core group.
Qualifications and experience required	<ul style="list-style-type: none"> • At least 3 A levels or equivalent, preferably degree level education in an environment related discipline. • Project management experience • Excellent interpersonal skills • Good practical IT skills including Word, Excel, PowerPoint and social media. • Comfortable giving talks to small groups. • Some leadership experience useful but not essential as support will be offered • Self-motivated and keen to learn.