

Roles and Responsibilities

Keep Northern Ireland Beautiful



General Information

Job Title	Climate Action Officer
Employed by	Keep Northern Ireland Beautiful
Reporting to	Strategic Lead for Climate Action & Biodiversity Recovery
Job Purpose	To oversee the delivery of training programmes linked to education sector. To build networks and partnerships within the education sector in order to extend project impact. To deliver training across sectors.
Hours of Business	Flexible business hours 8am-6pm. Core hours 10am-4pm Hybrid working policy
Location	Home/Belfast office and on location across NI
Hours per week	37.5 (see below)
Salary	£26,905 per annum
Contract type	Permanent (subject to funding)
Applications close	9am Monday 2 nd June 2025
Interviews	Wednesday 11 th June, in person, in Belfast

Keep Northern Ireland Beautiful is currently trialling a 4-day working week of 30 hours on full pay, however, please note this can be withdrawn at any time. For further information please email jobs@keepnorthernirelandbeautiful.org

JOB PURPOSE

Keep Northern Ireland Beautiful's strategic plan states that we must go further and faster together in making transformational changes that deliver sustainable lifestyles for all in our society.

To help deliver this, we are seeking to appoint a knowledgeable and skilled individual, suitably experienced, to drive the development and delivery of key elements of our work.

Keep Northern Ireland Beautiful has been funded by DAERA through the Carrier Bag Levy, to deliver a Climate Ready project. The focus of this is to provide training and support programmes across education, community and youth sectors that build knowledge and awareness about climate change. In addition, the intention is to develop a sense of readiness for individuals and organisations to take action, adjust behaviour and contribute to mitigation and adaption initiatives in response to the climate crisis. The Climate Ready project offers both awareness raising programmes and signposting to key climate action opportunities through the myEARTH website.

KNIB has developed and established a suite of training programmes suitable to the education sector, focussed on building knowledge, awareness and individual/organisational action in response to the climate and nature challenge. Your role will include working with

the support of your line manager to extend the network of links, partnerships and contacts across primary, post primary schools and colleges in order to expand the delivery of these programmes across the sector. This will include direct training to adults and young people, supporting teachers to meet award criteria, managing certification and building ways to celebrate and recognise local climate action.

In addition, you will, where required, deliver training to youth and community groups, attend relevant local, environmental festivals and events as well as evolve programme content to meet the needs of different groups and organisations.

AUTHORITY

All staff are expected to:

- Refer any media interest or potential news stories to their line manager.
- Only commission marketing channels in line with those agreed by the Chief Executive.
- Collaborate with other KNIB departments and Strategic Leads and work across departments, supporting colleagues to achieve their aims.

DUTIES AND EXPECTED OUTCOMES

The successful candidate will:

- Work closely with the Climate Action Strategic Lead in overseeing programme delivery across the education sector in NI.
- Build and maintain a network of education contacts that facilitate meeting funded project targets.
- Deliver a range of training programmes to both adults and young people within the education sector including primary/post-primary schools, regional colleges and universities.
- Develop, co-design and deliver new training programmes as required to meet project and sectoral needs.
- Liaise effectively with team coordinators across KNIB as required to maximise the uptake and impact of our programmes.
- Act as an ambassador for environmental action within the education sector.
- Signpost all links and contacts to the myEARTH website as a route to climate action.
- Meet all project deliverables and targets as agreed with line manager

Additional duties:

- Deliver a range of climate change and sustainability focussed training to a variety of community and youth audiences.
- Contribute to new resources and frameworks for learning.
- Work with and engage audiences and customers in a way that maintains relations and build reputation.
- Foster and maintain positive working relationships with private/public/voluntary sector organisations and key influencers.
- Provide professional, well-informed and balanced climate action advice in line with departmental expectation.

- Work effectively within the CA team to further departmental aims and outcomes.
- Work to departmental budget and deadlines.
- Report as required both internally and to funders.
- Engage in your own research and reading, keeping abreast of local, national and international climate change/sustainability policy and response.
- Add value to KNIBs positioning and messaging on climate change.
- Develop and maintain close communications with team members to ensure the maximum flow of information, understanding and ideas.
- Familiarise, develop and adhere to all internal policies and procedures.
- Undertake such work as may be determined from time to time up to or on a level commensurate with the main responsibilities of the post.

General information

The nature of this role will be hybrid; from home and our Belfast office, with a requirement to travel NI-wide to deliver training and attend meetings. Mileage will be paid in line with our mileage policy.

IT support and hardware is provided for all staff to enable them to be efficient and effective in their work.

Keep Northern Ireland Beautiful operates flexible office hours between 8am and 6pm, with core hours between 10am and 4pm. Your normal days of work will be Monday to Friday, with the odd occasion of an evening or weekend.

This position is funded through the DAERA Carrier Bag Levy.

ENVIRONMENTAL STEWARDSHIP

Keep Northern Ireland Beautiful is a community focussed organisation with a commitment to reducing its impact on the planet. A key approach in achieving this is through Carbon Literacy training for all employees. This programme, delivered in partnership with the [Carbon Literacy Project](#), raises awareness about the climate change challenge that we all face as well as the commitments we can make to behaviour change that will help reduce emissions.

New employees will be expected to attend Carbon Literacy training as part of their induction process and contribute to an ongoing dialogue within the organisation about how we can reduce our carbon impact and improve levels of sustainability.

Person Specification

Qualifications, skills and experience

Essential

- A teaching qualification with **at least** two years, school-based, teaching experience.
- A relevant, degree level qualification or at least two years' demonstrable equivalent experience.
- At least two years' experience of communicating complex information in various formats within the education or community sector. Direct experience of developing and delivering training programmes in different forms will be an advantage.
- Two years' experience of establishing and maintaining strong and lasting partnerships and effective working relationships with a range of partners, stakeholders and external organisations.

- Two years' experience of project and/or programme development and delivery.
- Full current driving licence and access to a suitable means of transport to enable you to carry out the duties and responsibilities fully across NI.
- An ability to work creatively and proactively.

Desirable

- Significant experience of working with the community sector.
- Experience of delivering training or projects focussed on climate change or sustainability
- Experience of working with environment linked, community initiatives.

Knowledge & Understanding

Essential

- An experience based knowledge of school learning systems, expectations and standards.
- Knowledge and understand of teaching processes and programme design/delivery pitched according to the audience.
- A reasonable knowledge of climate change issues within the Northern Ireland context and at a global level.
- An ability to self-review and evolve practice.
- A genuine commitment to the value of communities in responding to the climate and nature challenge.

Desirable

- A network of school connections and contacts.
- A sound knowledge of current climate change issues within NI.

Personal Qualities

Essential

- An ability to work as part of a team as well as drive forward initiatives independently.
- Excellent interpersonal skills with the ability to communicate, clearly and effectively, orally and in writing.
- An ability to show leadership in managing discussion/debates in a professional/confident manner.
- An ability to solve problems, make decisions and meet project deadlines.

