

Role Description and Employee Specification

Job Title:	Climate Change Community Engagement Officer	Location:	Coleford
Department:	Environment and Sustainability	Service:	Climate Team
Reports to:	Climate Team Leader	Working Hours:	37 hours per week (Monday to Friday, 52 weeks)
Salary:	£38,150 per annum	Grade:	8
Contract Type:	Fixed Term to 31st March 2028 (Possibility of a further 12 month extension subject to funding)	Direct Reports:	None

Overall purpose of the Post:	<p>The purpose of this role is:</p> <p>To support implementation and delivery of the Council's Nature and Climate Emergency Strategy in the District, through a 'Climate Change Community Engagement Programme', with both a strategic approach, and coordination of local initiatives/ activities which support a Just transition to a more sustainable and low carbon society.</p> <p>To promote, facilitate and support community action and investment in a low carbon, climate resilient, circular economy and society, supporting, advising and linking communities to grants, schemes, initiatives and other means of support.</p> <p>To support the Forest of Dean Climate Action Partnership (FODCAP) in promoting and enabling collaboration across the District, with a focus on working with both strategic partners and grass roots community organisations.</p>
Key Tasks and Responsibilities:	<p>Supporting the Climate Team in implementing the Council's current Strategy and Action Plan and developing future strategy, plans and initiatives, in relation to community engagement and action on climate change across the District (both mitigation and adaptation);</p> <p>Working across council teams including the Sustainable Economy and Communities team in developing and implementing a 'Climate Change Community Engagement Programme', so that it delivers the Council's district-wide climate change mitigation and adaptation objectives;</p> <p>Promoting, facilitating and supporting community action covering a number of themes such as nature recovery, energy, retrofit, circular economy, transport decarbonisation and active travel, climate adaptation and community resilience, sustainable food and land management;</p> <p>Supporting town and parish councils in tackling climate change (e.g. through nature and climate plans and projects) and actively</p>

	<p>engaging their local communities in understanding and taking action on climate change;</p> <p>Supporting the Forest of Dean Climate Action Partnership (FODCAP) and working alongside the FODCAP team to develop effective climate partnership action across the district - with a focus on coordinating and supporting strategic partnerships;</p> <p>Working with the Bid Writer in seeking and developing funding opportunities for new projects and initiatives in support of the above;</p> <p>Commissioning and managing external providers to deliver specific projects and community climate action initiatives;</p> <p>Administering Council community grant schemes which focus on Climate and Nature;</p> <p>Manage workload in order to meet the demands and targets within the function</p> <p>Carry out duties with discretion, integrity and maintain confidentiality</p> <p>The responsibilities outlined are not intended to totally encompass or define all tasks that may be required of the post-holder. The post-holder will be required to undertake duties commensurate to the grade of this position.</p>
Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:	<p>A qualification in a relevant area of expertise, equivalent to a degree or relevant experience of five years;</p> <p>Experience of working in a climate change and/ or climate or sustainability engagement/ communications/ project delivery role;</p> <p>A sound understanding of climate change evidence, targets, timescales, and basis for action, as well as an appreciation of the issues, challenges and variation in knowledge and perspectives;</p> <p>Ability to communicate effectively, transfer knowledge and motivate action and behavioural change, working in different contexts and with different types of audience;</p> <p>Ability to work effectively as part of a team, collaborating with internal and external stakeholders towards the achievement of common goals and outcomes;</p> <p>Project management and coordination experience;</p> <p>Excellent written and verbal communication skills.</p> <p>A minimum of 5 qualifications equivalent to NVQ level 2 or GCSE at Grade C/4 or above, must include Maths and English</p> <p>Ability to build customer relationships</p> <p>Experience in assessing routine situations and carrying out inspections if and when required</p> <p>Ability to remain calm and confident when dealing with challenging customers and environments</p> <p>Ability to resolve routine issues by negotiation</p> <p>Maintain accurate and up to date records</p> <p>Demonstrate commitment and resilience to succeed</p> <p>Excellent written and verbal communication skills</p> <p>Ability to manage time effectively</p> <p>Competent in using a range of technology and software packages, including Microsoft</p>
Desirable Requirements	<p>Relevant recognised qualification</p> <p>Knowledge and experience of working in a public sector</p>

Qualifications, Skills and Abilities:	<p>organisation</p> <p>More than two years' experience of climate change programme or project preparation and delivery</p> <p>Experience of managing partnerships or working with multiple stakeholder organisations.</p>		
General Accountabilities:	<p>The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment.</p> <p>Work in compliance with the Codes of Conduct, Regulations and policies of the council.</p> <p>To actively support the Council to reduce its carbon emissions and deliver climate resilient services and places</p> <p>To support the response to a major incident, including taking up a designated role within the emergency management framework.</p>		
Special Conditions:	<p>You will be expected to work reasonable additional hours in line with the needs of the service.</p> <p>There may be a requirement to work at other locations to meet the needs of the business.</p> <p>Full UK Driving Licence.</p> <p>Ability to travel / access to a vehicle for work purposes.</p>		
Date Reviewed:	August 2026	Reviewed By:	Simon Richards
Checked by HRBP	Clare Jones	Date of Issue:	August 2026