

## Project Manager Assistant

### Job Description

#### Introduction

Manchester Climate Change Agency are looking for talented persons to work at the heart of the city's ambitious climate change efforts. Working with MCCA is an opportunity to work on strategic projects to drive a zero carbon future. It will involve working with MCCA's core team, the Manchester Climate Change Board and a wide range of stakeholders already taking action.

We are looking for dynamic and motivated individuals with a dedicated interest in combating climate change.

Placement work plans are based on active projects, research, funding and communications. Depending on candidate's interests and skills, MCCA develop work plans based on one specific project or a wide range of experiences. Work plans are always designed to contribute directly to our business plan objectives:

1. **Promote** the city's progress towards a zero carbon future **and engage** further stakeholders to take action.
2. **Influence** key stakeholders and decision-makers to take action that will contribute towards MACF and create the right conditions for others to take action.
3. Create **networks and spaces** for generating ideas and discussion, and to support scaling up existing good practice.
4. Identifying and initiating **project and funding** opportunities.
5. **Research, analysis, horizon scanning, and networking**, to enable MCCA to maintain an overview of progress, key forthcoming policy, project and funding developments and to position MCCA to influence and take advantage of wider opportunities.
6. Establish a **mechanism(s) for funding** that can support the MCCA to deliver its aims and objectives to 2050.
7. Work on focused projects to engage members of the public, visitors, businesses to reach our 2050 zero carbon city target.

#### Person Specification and Skills

1. Excellent organisational and analytical skills to complete tasks to required timescales and quality standards.

# MANCHESTER CLIMATE CHANGE AGENCY

2. Excellent communication and negotiation skills to deal with a range of stakeholders.
3. Ability to systematically process large amounts of complex information.
4. Be able to work on your own initiative and demonstrate responsibility.
5. Have a keen interest in and knowledge of climate change and wider sustainability issues.
6. Good written communication skills to produce good quality materials for a variety of purposes.
7. The ability to use a variety of computer systems, including databases and spreadsheets.
8. The flexibility to adapt to changing workload demands/environments.
9. Self-motivated to complete tasks to required timescales and to a high quality.
10. Good timekeeping.

Placements range from 3 – 12 month depending on candidate availability. Please note that a minimum of three days a week is required from candidates but these days can be based around other commitments.

Annual leave based on GOV.UK is given for placements over 3 months.

To apply, please complete the application form and send to [info@manchesterclimate.com](mailto:info@manchesterclimate.com).

## **Further Information**

Further information on MCCA is available from [www.manchesterclimate.com](http://www.manchesterclimate.com)

Including plans, refreshes and the 2050 climate change strategy:  
[www.manchesterclimate.com/plan](http://www.manchesterclimate.com/plan)

Annual Reports: [www.manchesterclimate.com/progress](http://www.manchesterclimate.com/progress)