

MANCHESTER CLIMATE CHANGE AGENCY

JOB DESCRIPTION

Role Title: Director

Reports to:

Manchester Climate Change Agency

Board of Directors

Manchester Climate Change Partnership
Board

Grade: SS1 (Senior Operational Lead)

Salary: £62,531–£67,676



YOUR CHANCE TO SHAPE OUR CITY'S FUTURE.

A green city with walkable neighbourhoods, clean air, good jobs in successful businesses, warm homes and affordable energy, safe cycling routes and a public transport system that works for everyone. This is the city we are working to create. To achieve this, every household, every community, every classroom, every boardroom, every town hall meeting room will need to play their full part to take urgent action on climate change. The challenge is great but so is the opportunity for Manchester, the world's first industrial city, to have a leading role in the new zero carbon revolution and become one of the first zero carbon, climate resilient cities in the world.

A new and exciting opportunity has been created here in Manchester to oversee and promote climate change action in the city – the Director of Manchester Climate Change Agency.

The Manchester Climate Change Agency and Partnership are seeking a dynamic leader to drive forward the implementation of the Manchester Climate Change Framework. The aim of the framework is to ensure Manchester will play its full part in limiting the impacts of climate change and create a healthy, green, socially just city where everyone can thrive.

We are seeking applications from those who are passionate and committed to making an important contribution towards climate change agenda. Candidates will ideally have a track record of successfully implementing high profile programmes, which have delivered measurable outcomes and outputs. The ability to build positive working relationships with a range of stakeholders is a key skill required to be a success in the post, as well as demonstrable experience of successfully securing funding from a variety of sources.

If you feel that you have the relevant skills and expertise to make a difference, then we want to hear from you.

MANCHESTER CLIMATE CHANGE AGENCY



THE MANCHESTER CLIMATE CHANGE AGENCY HAS:

- Secured the commitment of over 60 organisations from across 10 sectors to go zero carbon – that’s over 20% of the city’s direct CO₂ emissions committing to zero.
- Broken the mould for climate governance – we’ve established a partnership-based approach to action – one where every organisation and citizen has a role to play. And embedded ourselves as part of the city’s Our Manchester structure with Manchester City Council and other key partners.
- Made Manchester one of the first cities in the world to commit to targets in line with the Paris Agreement and the latest science.
- Established a Climate Change Youth Board and made its members part of the full Partnership – ensuring that the city’s young people are at the heart of and driving the decisions they expect our leaders to make. We’re currently establishing a dedicated Youth Champion for climate action to give our young people an even louder voice.
- Secured over £15m of external funding for pilots and innovation projects, working with partners inside the city and beyond.

WE NEED TO REDUCE OUR CO₂ EMISSIONS BY AT LEAST 50% DURING 2020-25 WE’LL DO THIS BY:

Growing the Partnership. We’ll be doing this with support and inspiration from the other seven cities in the new City-Business Climate Alliance: Dallas, Durban, Lisbon, New York, Stockholm, Tel Aviv and Vancouver. This is the city’s first project with C40 and gives us a unique opportunity to work with 96 of the planet’s leading cities for ambitious climate action.

Securing investment. We need 100% of our energy to be renewable. All of our buildings to be energy efficient and cheap to run. Our transport system to be clean and healthy. All our neighbourhoods to be green and climate adapted. And to have shifted to a new circular way of using resources. To do that we need investment, and fast. Building on the city’s reputation for working in partnership to transform the city for the better.

Changing behaviours and inspiring action.

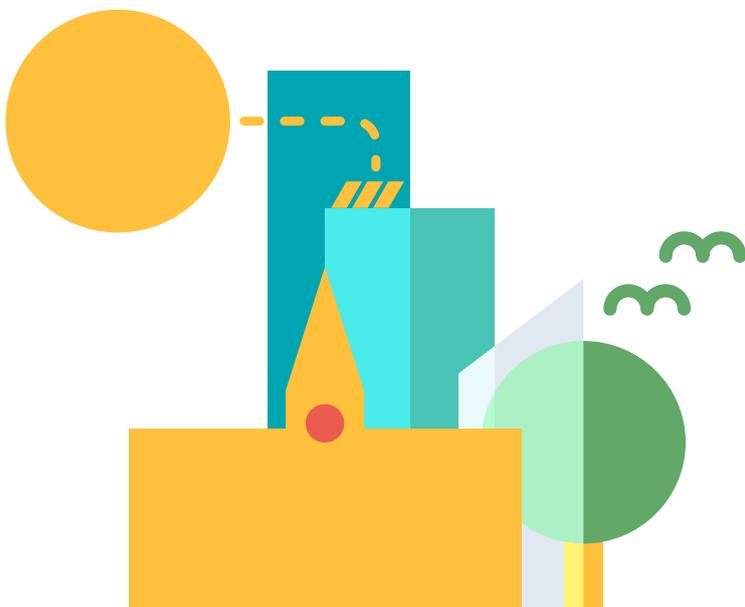
We need every community and every organisation in the city to join us in ensuring Manchester plays its full part on climate change. Not just for the sake of the planet, but to create good jobs, attract investment and ensure everybody in Manchester benefits from living in a world-class zero carbon and climate resilient city.

Learning from others to accelerate action.

We’ve already started this, working through our European partnerships. Now is the time to expand our networks. We want to learn from the best to help accelerate action here. At the same time as sharing the Manchester model with cities across the world, including through the Manchester-led Zero Carbon Cities project.

MAIN PURPOSE OF THE ROLE – WORK WITH THE CHAIR OF THE MANCHESTER CLIMATE CHANGE PARTNERSHIP TO:

- Establish the Agency and Partnership as the driving force in making Manchester one of the first zero carbon, climate resilient cities in the world, creating a healthy, green, socially just city where everyone can thrive.
- Establish Manchester as a nationally and internationally recognised city for its bold and ambitious action on climate change, in line with the Paris Agreement.
- Build effective and impactful partnerships with key stakeholders such as businesses, the public sector, Voluntary, Community and Social Enterprise sector and local residents, to collectively contribute towards the delivery of the climate change targets and objectives for the City.
- Ensure that ambitious action on climate change is at the heart of and complementary to achieving the vision set out in the Our Manchester Strategy.
- Represent Manchester in high-level national and international climate change activities.
- Ensure diversity, inclusion and social justice are at the heart of the Agency, the Partnership and the city's work on climate change.
- Provide senior strategic and operational leadership to establish an effective, empowered and fulfilled workforce where personal and professional development is actively supported.



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KEY RESPONSIBILITIES

1. Governance and relationship with the Agency Board of Directors and Manchester Climate Change Partnership

Agency Board of Directors

- Undertake a review of the Agency's current organisational and governance structure to ensure the arrangements are fit-for-purpose and best enable the organisation to effectively drive forward the city's climate change agenda.
- Ensure the Agency has in place an up-to-date business plan aligned with the organisation's role, objectives and the needs of the Manchester Climate Change Partnership members.
- Secure necessary resources, proactively undertake fundraising activity and raise the profile of the Agency to enable the successful delivery of the business plan.
- Ensure the Agency fulfils its statutory requirements, including annual reporting to Companies House, HMRC and the Community Interest Company Regulator.
- Ensure the Board receives regular reports on progress in relation to the delivery of the Agency's business plan, its financial and human resources, contractual obligations, statutory requirements, and any associated risks and issues.

- Ensure the Board has at its disposal sufficient resources, guidance and professional advice on matters concerning compliance with its governing instrument, the law and the need to remain solvent.
- In consultation with the Chair, prepare meeting agendas and draw the Chair's attention to matters that need a decision.
- Ensure there is prompt provision of the minutes of Board meetings.
- Help ensure proper constitution of the Board, including requisite skills, to provide good governance.

Manchester Climate Change Partnership

- Ensure the Agency's business plan is aligned with and responds to the needs of Manchester Climate Change Partnership members.
- Ensure the Partnership receives regular reports on progress against its members' priorities.
- Periodically review the needs of Partnership members to ensure the Agency remains effective in supporting partners to develop and deliver bespoke climate change commitments.
- In consultation with the Chair, prepare meeting agendas and draw the Chair's attention to matters that need a decision. To ensure that there is prompt provision of the minutes of Partnership Board meetings.



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KEY RESPONSIBILITIES CONTINUED

2. Strategic and Operational Leadership

- Lead the Agency Management Team, providing strategic and operational leadership, and supporting colleagues to develop their leadership skills.
- Secure external funding for the Agency and partners, in pursuit of the city's climate change objectives, including securing the requisite sign-off from the Agency Board of Directors.
- Ensure the Agency operates in a sustainable way, and has in place a robust programme, financial management and reporting systems.
- Provide leadership, supervision and direction to any staff within the framework of Employment Law.
- Ensure the delivery of equality, diversity, health and safety and other organisational policies and procedures as required.
- Monitor HR strategy, staff performance systems and training programmes.
- Ensure all staff are well-managed with appropriate guidance and support to carry out their roles effectively.

- Create an effective, empowered and fulfilled team.
- Actively support team personal and professional development.
- Responsibility to work with the Agency Board or the Partnership Partners to secure the space and physical resources for the Agency to operate.

3. Culture

- Build a staff culture where everyone is valued and equipped to do their job.
- Ensure diversity, inclusion and social justice are at the heart of the Agency's plans, policies and working practices.

4. Finances

- Work with the Board of Directors to create annual budgets.
- Manage the overall budgets and resources of the Agency.
- Ensure the timely and complete preparation of the annual audited accounts.



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