

Deal Town Council Job Description

Job Title:	Climate Change Officer
Salary range:	£25,000 - £30,000 (depending on experience) pro rata
Location of work:	Deal Town Hall & home
Responsible To:	Town Clerk
Hours of work:	25 – 30 hours (to be agreed at interview) per week to be working primarily Monday to Friday, and will include some evenings. 23
Annual Leave:	months fixed term contract

Primary purpose and scope of the job: To lead on climate change for the Council and drive improvements to enable the Council to meet its ambition of being carbon neutral by 2025.

Key Tasks:

- To be responsible for managing and delivering carbon (greenhouse gas emissions) reduction and climate change adaptation across all functions of the Town Council.
- To deliver outcomes for the council on energy management, carbon reduction and sustainability.
- To manage, update and deliver the action plan to meet the climate change aspirations of the council.
- To develop and deliver actions to encourage behaviour change in Deal residents and organisations in the town.
- To engage colleagues, citizens and partners on climate change and related issues.
- To update the council's existing Climate Carbon Strategy to reflect current policy and to provide advice to the Council (members and officers) to ensure that through all its decision-making process it implements the future action plan and policies consistency and effectively.
- Support the production, delivery and review of other strategic documents covering environment, transport, and planning themes, with particular focus on the Carbon Reduction Strategy.
- To identify potential funding opportunities for climate change mitigation and adaptation projects.
- Support the preparation, production, and presentation of budgets for projects, bids, and key pieces of work.
- Writing clear and succinct reports on findings of research, to help formulate proposals for decision makers and to maintain an accurate record of activity.
- Organise and co-ordinate events that promote the Council's carbon neutral ambition, bringing

the appropriate people together in order to ask questions, prompt discussion, facilitate engagement and progress.

- Keep up to date and fully informed on national regulations, statutory requirements, policy documents and technical information relating to climate change and carbon reduction.
- Respond to public, stakeholder and councillor enquiries in a way that aligns with the council's strategic objectives.
- To attend evening and weekend council events and meetings when required.
- To undertake all reasonable requests made by the Town Clerk.

NB: This job description is not intended to be an exhaustive list of all the tasks and responsibilities for the post. In line with the council's needs, some tasks may need to change, and any changes will be made in consultation with the postholder