



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

**Engagement and Impact Officer (Business and Community Engagement), Faculty of Environment**



**Salary: Grade 7 (£34,304 – £40,927 p.a.)**

**Reference: ENVEE1576**

**Part time: 80% FTE**

**Fixed-term until 31 March 2024 – due to external funding**

**We will consider job share / flexible working arrangements**

**We welcome applications from candidates whose organisation would support a secondment**

**Interviews are expected to take place on 22 July 2022**

## **Engagement and Impact Officer (Business and Community Engagement)**

### **School of Earth and Environment, Faculty of Environment**

**Do you have experience working with businesses and communities on the design and delivery of climate strategies? Do you have expertise relating to stakeholder engagement on climate change relating to businesses and communities?**

We are looking for an Engagement and Impact Officer to play a central role in driving climate actions in the Yorkshire and Humber region.

The Yorkshire and Humber Climate Commission (YHCC) is an independent advisory body working with combined and local authorities and with other public, private and third sector (i.e. NGOs and community-based) organisations across the region. It has the goals of supporting the transition to net zero, promoting climate resilience, protecting and restoring nature, and facilitating a just (i.e. a fair and inclusive) transition across the region.

Established at the start of 2021, the YHCC prepared and published the Yorkshire and Humber Climate Action Plan (CAP) in November 2021. The Commission is now working with multiple stakeholders – especially combined and local authorities, businesses and communities and more local climate commissions - to build capacities for the delivery of the CAP.

To support and shape its ambitious work programme, we are seeking a motivated and proactive Engagement and Impact Officer to work with the YHCC to support its engagements with businesses and communities across the region. Also supporting the work of the Leeds Climate Commission, the post will be funded by the University of Leeds as part of its 'Climate Principles' commitments that seek to support climate action in Leeds and the wider region.

The appointed candidate will work with the Commission to:

- a) Promote and manage its activities and engagements with businesses, especially relating to the regional Climate Leaders Pledge that will be launched in the summer/autumn of this year;





- b) Support and help to organise and deliver the Commission's community engagement activities, particularly through its Communities and Engagement Panel;
- c) Support and help to organise the on-line and in-person consultations associated with the delivery of the Commission's Climate Action Plan and the preparations for a State of the Region progress report to be published in early 2024.

The Engagement and Impact Officer (Business and Community Engagement) will be a central part of the Secretariat that supports the YHCC. The Secretariat – which is based at the University of Leeds but works across the region – includes two Co-Directors and a number of engagement and impact officers, communications and engagement specialists and project managers/administrative support staff. Beyond the Secretariat, the appointed candidate will work with the Chair of the Commission, with the Commission itself and with its national and regional policy fora and its working groups and panels.

You will have expertise relating to climate change in general and with related approaches to business and community engagement. You must have strong communications skills and excellent interpersonal and organisational skills. You should also have experience in engaging and working with public, private and third sector actors and in supporting stakeholder engagement activities. You should be a strong team player but also have the ability to exercise initiative and work independently. Diplomatic and discreet in approach, you will be skilled at managing a broad range of relationships in a balanced and effective way.

## **What does the role entail?**

As the Engagement and Impact Officer (Business and Community Engagement), your main duties will include:

- Participating in the work of the Commission and its working groups and panels;
- Engaging with diverse stakeholders, especially in businesses and communities across the region and the Leeds Climate Commission;
- Taking an active role in the development, promotion and management of the Commission's Climate Leaders Pledge, for instance through engagement with business networks, chambers of commerce and trade associations etc. and interactions with prospective or established signatories to the Pledge;



- Helping to develop communications relating to the Pledge, especially relating to the key climate-related activities of signatories of the Pledge;
- Engaging with the Co-Chairs of the Commission's Communities and Engagement Panel, helping to organise meetings of that Panel and supporting the delivery of community engagement activities arising from it;
- Supporting and helping to organise the on-line and in-person consultations associated with the delivery of the Climate Action Plan and the preparations for a State of the Region progress report to be published in early 2024;
- Playing a central role in the delivery of key business and community facing actions for the Commission arising from the Climate Action Plan and feeding into the State of the Region report;
- Helping the Commission to ensure an integrated and joined-up approach that spans its different objectives (i.e. net zero, climate resilience, nature recovery and just transitions) and activities.
- Supporting the wider communications and engagement activities of the Commission, for example through preparation of briefings for the Commission, for regional and national policy fora or content for the website or for public engagement events.
- Working to connect the regional work of the Yorkshire and Humber Climate Commission with the city-facing work of the Leeds Climate Commission.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As an Engagement and Impact Officer (Business and Community Engagement) you will have:

- A degree and/or work experience relating to climate change and business/community engagement that is directly relevant to the region and to the work of the YHCC;
- Familiarity with the work and priorities of key stakeholders in the region, particularly those of different businesses and communities;
- An ability to work in an open and diplomatic way with diverse stakeholders with different perspectives and priorities;



- Experience in organising and supporting business and community engagement meetings and events that can require complex arrangements;
- An ability to support stakeholder engagement activities in diverse forms, whether through face-to-face events or on-line platforms;
- Excellent prioritisation and organisational skills, and an ability to work under sustained pressure and to tight deadlines;
- Ability to exercise initiative and work independently, managing your own workload;
- Excellent written and verbal communication skills;
- Computer literacy (including substantial experience of Microsoft Word, Outlook, Excel and PowerPoint);
- Ability to work with a high level of accuracy and attention to detail including proof-reading skills;
- Excellent team working skills with the ability to work collaboratively and co-operatively with colleagues;
- Proven ability to develop and maintain effective working relationships with colleagues at all levels and external bodies, working with a high level of integrity, discretion and confidentiality.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Please note: If you are not a British or Irish citizen, from 1 January 2021 you will require permission to work in the UK. This will normally be in the form of a visa but, if you are an EEA/Swiss citizen and resident in the UK before 31 December 2020, this may be your passport or status under the EU Settlement Scheme.





## Contact information

To explore the post further or for any queries you may have, please contact:

**Andy Gouldson, Professor of Environmental Policy & Co-Director of the Yorkshire and Humber Climate Commission/Chair, Leeds Climate Commission**

Email: [A.Gouldson@leeds.ac.uk](mailto:A.Gouldson@leeds.ac.uk)

## Additional information

Find out more about the [Faculty of Environment](#).

Find out more about our [School of Earth and Environment](#).

Find out more about our [Research and associated facilities](#).

Find out more about [equality](#) in the Faculty.

### A diverse workforce

As an international research-intensive university, we welcome students and staff from all walks of life and from across the world. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Environment we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian and ethnically diverse people; people who identify as LGBT+; and people with disabilities. Candidates will always be selected based on merit and ability.

The Faculty of Environment has received a prestigious Athena SWAN silver award from [Advance HE](#), the national body that promotes equality in the higher education sector. This award represents the combined efforts of all schools in the Faculty and shows the positive actions we have taken to ensure that our policies, processes and ethos all promote an equal and inclusive environment for work and study.

### Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.



### **Candidates with disabilities**

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## **Criminal record information**

### **Rehabilitation of Offenders Act 1974**

A criminal record check is not required for this position, however, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information.

