



Climate Action Programme Manager Application Pack

Welcome Letter	2
About TDC	3
Job Description	5
Person Specification	8
Application Process	10



The Trust for Developing Communities

Registered Address: Community Base, 113 Queens Road, Brighton, BN1 3XG
Company Limited by Guarantee Registration Number: 3939332 | Registered Charity Number: 1106623
Tel: 01273 234 769 | Email: info@trustdevcom.org.uk | Web: www.trustdevcom.org.uk

Welcome Letter

Dear Candidate,

Thank you for your interest in taking on an exciting new role with the Trust for Developing Communities – TDC. Thanks to National Lottery players, TDC has been awarded almost **£1.3 million over three years** to empower underrepresented communities in Brighton & Hove to participate in climate action.

In partnership with Brighton & Hove City Council, Community Works, Climate Outreach and 14 local organisations, the **Climate for Communities** project will produce accessible, community-based climate activities, which address the increased cost of living and the health and wellbeing challenges being experienced by people as a result. The long-term vision of the project is for the city to become a thriving ecosystem of accessible, inclusive and impactful climate activity, with a green economy that brings communities together with public, private, education and voluntary sectors to ensure a just and equitable transition to a sustainable future.

We are looking for a highly skilled and experienced Senior Manager to set-up, co-ordinate, evolve and embed a new and ambitious programme of work delivered through multi-sector collaboration and partnership.

This new role is designed to take senior responsibility for a range of projects and partnerships that directly address growing health, social and economic inequalities through community-centred climate action that informs and enables a green and just transition to net zero.

You will be an experienced manager and deliverer of community projects that make a real impact on people's lives, and you will understand how taking a community development approach will lead to longer lasting and more meaningful change.

I am sure that, for the right candidates, this role will offer a fulfilling working opportunity and the chance to make a significant difference to the people of Brighton and Hove, and beyond.

TDC is absolutely committed to achieving greater diversity within our staff team, and we welcome applications from all. If you feel inspired by this opportunity, then we very much look forward to hearing from you.

Kaye Duerdoth,
Interim Chief Executive, The Trust for Developing Communities



About TDC

TDC was set up in the year 2000 - ever since, our primary focus has been community development work within neighbourhoods experiencing deprivation in Brighton and Hove. We have gone on to develop a broad range of grassroots services supporting young people, excluded communities and older people.

The strong trusting relationships we have built up with communities and partners has enabled us to grow considerably in size and impact over the years. We now employ 60 staff with a turnover of over £2 million. Despite our positive impact, there is much more work to be done to reduce the unacceptable health, social and economic inequalities that cast a shadow across our city.

Our Context Brighton and Hove is a uniquely creative and progressive City, which faces many challenges – there are areas where 43% of our children live in poverty and life expectancy is nine years shorter; whilst across the city we have the fourth highest level of suicide in the country and the second highest number of people sleeping on our streets. This is not ok.

Our Vision is for Brighton and Hove to become a healthy, inclusive and thriving city - free from inequality. **Our Mission** is to deliver community-led solutions to tackle inequality.

Our Work

Neighbourhood. We deliver community development work in areas of the city facing high levels of deprivation, with a focus on supporting community-led groups, including specialist work to support older people.

Equalities. We support excluded communities through a broad range of health & well-being, employability & learning projects and community-led research.

Youth Work. We run youth clubs across the North and East of the city. Additionally, we deliver individual support to young people around health and well-being and coaching and lead the citywide detached youth work programme *Brighton Streets*.

Our Values

- **Community.** *“Together we are stronger.”* Community is at the heart of TDC. When we connect people, organisations and communities together, this builds strengths, improves well-being and reduces inequality.
- **Empowerment.** *“Building community brings social justice.”* The most effective way to tackle inequality is to support people experiencing poverty and exclusion to develop skills, knowledge and strengths, to come together and take action.
- **Inclusion.** *“There is no ‘them and us’ only us.”* We are enriched by the diversity within our communities. We recognise that discrimination exists, and we fight against it. When we proactively support people to participate, including the most excluded and vulnerable - everyone gains.
- **Equality.** *“None of us can truly thrive whilst some of us are in poverty.”* Everyone is valuable, everyone is needed. Tackling economic, social and health inequalities enables everyone to play their full part - which benefits us all.

Climate Action Programme Manager Job Description

Overview

Job Title: Climate Action Programme Manager

Hours: 37 hours per week (to be worked flexibly)

Salary: £40,682 + 6% pension (pay award pending)

Contract end: 31st March 2028 – extension subject to funding.

Holiday: 25 days a year, plus an extra 3 days between 25th Dec – 1st Jan, and all Bank Holidays.

Employee Benefits: Flexible working. Employee Assistance Programme. Cycle to Work Scheme

Location: TDC office - Community Base, BN1. With flexible home working as agreed.

Responsible for: Project Worker

Reporting to: CEO or Director

Objectives

To be responsible for ensuring the successful delivery of our Lottery funded Climate Action Fund programme and partnership.

You will ensure we meet our outcomes, delivering projects that meet targets within budget and to time. Your work will exemplify TDC's community development values – ensuring that we are empowering beneficiaries to identify and deliver their own solutions.

You will have delegated responsibility for managing staff and finances, contributing to generating income and capturing impact. This work includes

- strategic project development,
- overseeing the planning and delivery of the work in your project areas,
- relationship management with partners, funders and beneficiaries,
- project management including managing internal staff
- co-ordination of delivery and reporting by partners,
- oversight of monitoring and evaluation
- ensuring the work of your projects is successfully integrated within the wider organisational delivery.

Principal Responsibilities

Programme Management

1. **Oversee Project Management and Delivery.** Taking strategic and managerial oversight for the programme, coordinating work with partner organisations and internal TDC teams to deliver impactful projects – ensuring they successfully meet delivery aims and outcomes; within time and budget; operates within TDC’s policies and procedures and exemplifies TDC’s community development values.
2. **Departmental Strategy, Planning and Project Development.** Working with the Senior Leadership Team, develop the strategy and planning of climate action work – in line with broader organisational policy. Contribute to the design, development and piloting of Climate for Communities projects. Work closely with community and engagement partners to develop and seek resourcing for further climate activity that responds to emergent Climate for Communities priorities.
3. **People and Partnership Management.** Coordinating TDC’s delivery, where staff will be working within different line management structures, and across different projects and neighbourhoods. Ensuring all team members are well-supported and have access to relevant training and development opportunities. Managing relationships across the programme partnership, ensuring partner organisations have the information and support needed to achieve their goals, and to ensure contractual agreements are met.
4. **Relationship Management.** Take responsibility for building and holding good working relationships with current and prospective funders and wider programme stakeholders including communities, local authority, health, community and voluntary organisations, and others.
5. **Monitoring and Evaluation.** Have oversight and work closely with learning and evaluation partner, Senior Leadership Team, and wider programme partners to ensure the effective monitoring, evaluation and reporting of delivery, learning and outcomes of the programme. Hold responsibility for reporting to funders using any templates provided and attending funder monitoring meetings.
6. **Finance Management.** Working with the Senior Leadership Team to develop and deliver project budget setting, expenditure management, and financial reporting processes for both internal and external stakeholders. Operate within TDC’s financial policy and procedures.
7. **Quality Management.** Ensure the quality of TDC’s delivery is maintained, adhering to, and contributing to the development of good practice.
8. **Knowledge Sharing.** Attend and participate in the learning and networking activity as required by the funder. Stay up to date on developments in the areas relevant to your work – such as developments in practice, sector news, funding opportunities etc.

General

1. **Coordination.** Work closely with colleagues to ensure your work aligns effectively with TDC's delivery across each department. Share developments, along with updates on the successes and challenges of your work, with the wider organisation.
 2. **Ambassador.** Promote TDC's work appropriately. Ensure that all working on the programme understand the organisation's goals and how they are contributing to them.
 3. **Equal Opportunities.** To implement and promote TDC's Equality and Diversity Policy. A positive attitude towards equal opportunities and anti-discrimination practice should permeate all aspects of our work.
 4. **Safeguarding.** To implement and adhere to TDC's Safeguarding policies and reporting procedures. To ensure a safeguarding culture is embedded throughout all aspects of the work.
 5. **General.** To undertake all other reasonable tasks as requested by your Line Manager.
-

Climate Action Programme Manager

Person Specification

Essential skills, experience and qualities

1. **Community work.** Extensive experience of community-based work and experience of engaging communities in social issues such as climate justice.
2. **Project management.** Extensive experience of managing projects whilst working independently and managing own workload. Ability to deliver and evolve new projects in a timely way.
3. **People and partnership management.** Demonstrable capacity to manage activity delivered by autonomous staff across different departments and organisations in an effective and flexible way. Ability to sensitively resolve management issues and support the team to be responsive to project demands.
4. **Finance Management.** Skilled and experienced in holding budgetary responsibility; devising, managing and reporting on budgets and expenditure. Experience of operating within organisational financial procedures.
5. **Funding and Monitoring.** Experience of leading successful funding applications and providing timely, complex monitoring for multiple funders and stakeholders.
6. **Partnership working.** Experience of leading and working in multi-agency partnerships and building excellent working relationships with a wide range of stakeholders.
7. **Participatory Approach.** Commitment to supporting people to identify their own needs and make their own decisions, including experience of engaging creatively and directly with community and voluntary sector groups in a participatory manner.
8. **Communications.** Ability to present information clearly, to a high standard, both written and oral; including presenting to a public audience and using appropriate communication tools and media.
9. **Teamwork.** Ability to work as a member of a team with a positive, collaborative and flexible approach to the work.
10. **Values.** Demonstrable commitment to TDC's community development values and to reflective practice.
11. **Equal opportunities.** Demonstrable commitment to equal opportunities and experience of working with diverse communities, cultures and faiths.

Application Process

To Apply:

Please email a completed application form and equal opportunities form to TDC on info@trustdevcom.org.uk, stating the role you are applying for. The application form includes:

Supporting Statement. This should explain why you are interested in this role with TDC and detail the skills and experience you feel you would bring. The statement should relate directly to the Job Description and Person Specification (maximum of two sides).

References. Please provide details of two referees. References will only be taken up if a job offer is made and only with prior permission.

Closing Date:

The closing date for applications is Monday 10th March 2025 at 10.00am

We aim to notify if you have been shortlisted for interview by Friday 14th March at 5.00pm.

Interviews:

The provisional date for interviews is **Wednesday 19th March** at the TDC Office - Community Base, 113 Queens Road, Brighton, BN1 3XG

We aim to make the application and interview process as person centred and inclusive as possible. If there is any way we can support you with any communication or access needs, please do not hesitate to contact our Senior Operations Manager, jowinyard@trustdevcom.org.uk / 01273 234769 so we can support with any adjustments needed.

TDC is committed to achieving greater diversity in its Staff Team and welcomes applications from people any sex, gender, race, age, sexuality, belief or disability.

Thank you for considering applying.

Good luck!

The Trust for Developing Communities

Registered Address: Community Base, 113 Queens Road, Brighton, BN1 3XG

Company Limited by Guarantee Registration Number: 3939332 | Registered Charity Number: 1106623

Tel: 01273 234 769 | Email: | Web: www.trustdevcom.org.uk

For more information please contact:
Nicole Monney nicolemoney@trustdevcom.org.uk



Trust for Developing Communities
Community Base, 113 Queens Road, Brighton, BN1 3XG
A Company Limited by Guarantee Registration No. 3939332 | Registered Charity No. 1106623
01273 234769 | info@trustdevcom.org.uk | trustdevcom.org.uk