



## JOB DESCRIPTION

<b>Title:</b>	Innovation Lab Manager
<b>Area of Responsibility:</b>	Zero Carbon Britain Innovation Lab
<b>Responsible to:</b>	Co-CEO
<b>Responsible for:</b>	Research Assistant External trainers and consultants
<b>Contract type:</b>	Fixed term – Two years
<b>Responsibility Grade:</b>	7
<b>Salary:</b>	£35,898.00 per annum
<b>Location:</b>	Flexible with regular visits to the CAT eco centre near Machynlleth Usually at the CAT eco centre near Machynlleth
<b>Hours:</b>	37.5 hours per week (1.0 FTE)
<b>Working Days:</b>	Usually Monday to Friday, 9am to 5pm. Occasional weekend and evening working.
<b>JD Date:</b>	February 2024

## ABOUT THE CENTRE FOR ALTERNATIVE TECHNOLOGY

The Centre for Alternative Technology (CAT) is an internationally renowned environmental charity, a world-leading eco centre, and one of the foremost providers of postgraduate environmental education in the UK, based near Machynlleth in Powys, Mid Wales.

CAT provides inspiration, education and training in solutions to the climate and biodiversity emergency.

Key activities include residential short courses, vocational training and postgraduate degrees in a wide range of sustainability-related topics, with online courses and events offered alongside in-person learning.

CAT launched the Zero Carbon Britain Hub and Innovation Lab in 2020 with support from the Moondance Foundation. This was initially a three year project and received further funding from the Moondance Foundation to run the Innovation Lab for a further

three years. The aim of the project is to improve the capacity of councils and communities to turn climate emergency declarations into action and create systemic change in order to increase resilience to climate change. This will be achieved by offering a programme of support aimed at increasing the competence, confidence and effectiveness of policy makers, communities and organisations in developing zero carbon policies and action plans. This support will include: using the Zero Carbon Britain model to provide people with the knowledge to create Zero Carbon Action Plans; delivering Zero Carbon Britain training using a 'train the trainer' model to increase the skills and capacity of communities to take action on climate change; supplying the tools to enable people to turn climate emergency declarations into action; setting up a digital resource hub and online network to provide peer support and increase confidence of individuals and communities to take action on climate change. In conjunction with the Zero Carbon Britain Hub, an Innovation Lab will identify key issues, priorities and tasks; develop ideas that impact on these areas; and create routes into larger scale impact or systems change.

## OVERVIEW OF ROLE

The postholder will manage the Zero Carbon Britain Innovation Lab, to improve the capacity of councils and communities to turn climate emergency declarations into action, identifying key issues, priorities and tasks, developing ideas that impact on these areas and creating routes into larger scale impact or systems change, in order to increase resilience to climate change.

## MAIN RESPONSIBILITIES

- To work with the Zero Carbon Britain Hub Team and External Evaluator, to clarify aims and capabilities, identifying key issues, priorities and tasks the Innovation Lab could help tackle, assessing current and potential innovation capabilities and gaps
- To design the Innovation Team model
- To manage all staff employed to deliver on the Innovation Lab
- To liaise with the Head of Development to identify other sources of funding for developing the Innovation Team model and building the Innovation team
- To develop and implement Innovation Lab methodology, piloting and delivering innovation Labs
- To put in place effective systems, policies and procedures for the effective management, monitoring and evaluation of the Innovation Lab in order to deliver on the project's aims and objectives, outputs, outcomes and impact
- To work with the Graduate School of the Environment and contribute to teaching on the Masters in Behaviour Change and other Masters degrees

- To represent the Innovation Lab externally
- To liaise and work in partnership with appropriate external organisations, to support the needs of councils and communities to turn climate emergency declarations into action
- To manage external consultants and staff tasked with delivering training and consultancy
- To prepare marketing material and publicise the project and its activities
- Any other appropriate duties as defined by the Co-CEO

PERSON SPECIFICATION			
Description	Essential	Desirable	How evaluated
<i>Education and qualifications</i>			
a Degree or equivalent	*		Application form
b Masters or equivalent		*	
c Qualification in a relevant subject e.g. management, Facilitation, Systems Thinking, Theory U etc.	*		
<i>Knowledge and experience</i>			
d Knowledge of climate change and sustainability issues	*		Application form and interview
e Knowledge of innovation labs	*		
f Proven track record of managing, developing and delivering innovation labs	*		
g Experience of managing relationships with key stakeholders	*		
h Proven track record of monitoring and evaluating projects	*		
<i>Aptitude and skills</i>			
i Excellent presentation skills	*		Application form, interview and assessment exercise
j Excellent interpersonal communication skills			
k Ability to facilitate complex processes			
l Excellent oral and written communications skills	*		
m Excellent organisational skills	*		
n Excellent research skills	*		
o Strong attention to detail	*		
p Computer literate: MS Word and Excel, email, internet and digital participatory software	*		
q Ability to communicate in Welsh – oral and written or willingness to learn		*	
r Ability and preparedness to work flexibly	*		
<i>Personal attributes</i>			
s Capability of demonstrating self-motivation	*		Application form and interview
t Ability to work effectively as an individual, as part of a team and in partnership with others	*		
u Ability and willingness to maintain absolute confidentiality of sensitive information	*		
w Commitment to equal opportunities	*		
x Demonstrate respect for diverse range of people	*		
<i>Circumstances</i>			
y Prepared to travel occasionally to meet post related demands	*		Application form and interview
z Empathy with the ethos and core values of CAT	*		
aa Excellent understanding of environmental issues	*		

It is in your own interest that you are explicit in your application about how you meet the stated criteria and responsibilities of the job. You are encouraged to provide relevant and explicit examples.