

BRISTOL CLIMATE & NATURE PARTNERSHIP

Engagement officer:
Climate Action Programme -
candidate information pack



LET'S TRANSFORM THE REGION. FAST. FAIRLY. TOGETHER.

Thank you for your interest in the Engagement Officer, Climate Action Programme role at Bristol Climate & Nature Partnership (the Partnership).

The Partnership brings together its 1,300+ member organisations to take action towards a zero carbon, nature-rich and social just future for our city and region.

We connect policy makers, the public sector, local businesses, charities, communities and underrepresented groups.

Helping them design and implement their own responses to the climate and nature crises — in a fast, fair and interconnected way.

You will be joining a passionate, ambitious, creative and supportive team, that is committed to creating positive change.



Find out more about the work we do [on our website](#) and in our latest [Annual Review](#).

VISION AND VALUES

Our vision is a zero carbon, socially just Bristol where all our communities and nature thrive.

Our values are:

- * Impact: we are committed to making change happen
- * Collaboration: we love working together
- * Courage: we hold hope and discomfort
- * Wellbeing: we work sustainably

Our Theory of Change can be viewed [here](#).

OUR PLANS FOR 2025 - 2027

From 2025–27 the Partnership will work collaboratively across Bristol and the West of England to catalyse a fast and fair transition to a resilient region.

We remain committed to and informed by our work towards our vision of a zero carbon, socially just Bristol where our communities and nature thrive.

By expanding our efforts to facilitate collaborative action to a regional level — we believe our city and region's progress can be advanced, in turn accelerating the UK's fast and fair transition.

Our 2025–2027 strategy can be viewed [here](#).

ABOUT THE ROLE

- * **Contact:** Fixed term (18 months)
- * **Role:** 0.8 FTE (28 hours per week). Days of the week are flexible, but the post holder needs to be available on Wednesday. Note that the post holder will also need to be able to attend some early morning events.
- * **Salary:** £26,000 – £28,000 pro rata (based on experience)
- * **Interviews:** 2 April or 3 April in central Bristol. If a second stage interview is required, it will take place on 7 or 9 April.
- * **Deadline for applications:** 24 March, 9am
- * **Preferred start date:** 12 May

DIVERSITY AND INCLUSION

We value diversity and believe that a diverse mix of perspectives will help the Partnership achieve its best work.

We are aiming for our organisation to better reflect the city and region we represent and encourage applications from those belonging to marginalised or underrepresented groups.

The Partnership is committed to making adjustments for people who face barriers.

If you would like to discuss this in relation to either your participation in the recruitment process or in the role, please contact us at recruitment@bristolclimatenature.org.

ABOUT THE ROLE

This post will play a key role in delivering one of our priority projects, the Climate Action Programme. This project supports organisations to reduce their carbon emissions, as part of the city's efforts to tackle the climate crisis.

It offers regular events, workshops, resources and peer-to-peer learning opportunities to help organisations take positive action and create real change for the city.



600+

Climate Action
Programme event
attendees in last two
years

Building on the success of the programme over the last couple of years, we are now entering an exciting new phase, with the aim to reach more organisations and create more impact.

The Engagement Officer will design and deliver events, create communications outputs, and develop relationships with businesses.

The successful candidate will have a track record of delivering and facilitating engagement activities, building and maintaining effective relationships with a broad range of stakeholders, communicating effectively in person and in writing, and measuring impact.

MAIN RESPONSIBILITIES

Climate Action Programme delivery

- * Organise and facilitate events and meetings that successfully inspire and engage organisations to take climate action
- * Develop or contribute to the development of tools and resources to support organisations' climate action progress
- * Develop case studies, guides, toolkits and content for social media, the website and mailings to promote the programme and best practice, and share positive stories

Business engagement and collaboration

- * Develop positive relationships with businesses and organisations in central Bristol to better understand their priorities and challenges
- * Work collaboratively with project partners and colleagues to share and explore opportunities to promote and improve the programme

Strategic development

- * Foster and identify new opportunities for the development of the Climate Action Programme, for example identifying funding sources, taking sector-based approaches, and working with other programmes and initiatives in the city
- * Contribute to quantitative and qualitative impact monitoring of Climate Action Programme activities, providing updates to key stakeholders including Partnership colleagues, board of directors, funders and partners

WHO WE ARE LOOKING FOR

Person specification

- * At least two years' experience planning and delivering accessible and inclusive engagement activities, including meetings and events
- * Able to build effective relationships with a wide range of people and audiences, including businesses
- * Able to communicate professionally and concisely in person and in writing using a range of approaches
- * Strong organisational skills and ability to problem solve and multitask across a range of activities to deadlines
- * A good understanding of actions organisations can take to reduce carbon emissions and their impact on the environment, as well as the barriers
- * Self-motivated, able to work independently and as part of a team
- * Confident in using IT systems including Microsoft 365 Business and MS Teams, and the ability to manage data, for example in a CRM system or Excel

BENEFITS

Our organisation aims to create an inclusive working environment where all employees have the space to learn, share, and grow.



Benefits include:

- * Company Healthcare Cash Plan and Employee Assistance Programme
- * Two team wellbeing half days each year
- * Cycle to Work scheme
- * Climate Perks scheme, offering paid 'journey days' to staff who travel on holiday by train, coach or boat instead of flying
- * Training and development opportunities and collaborative working groups



Employees benefit from a flexible approach to working and there is scope to work remotely by agreement.

However, some office-based working in our central Bristol office will be important (particularly on Wednesdays), and the post holder will need to attend regular in-person events and meetings, including some early morning events.

HOW TO APPLY

To apply for the role please complete [this form](#) in any of the following ways:

- Download and complete the form, then return to us by e-mail to recruitment@bristolclimatenature.org.
- Print and complete the form, then return to the following address by post or drop it off at the Spear House reception.

Bristol Climate & Nature Partnership,
Spear House,
51 Victoria St,
Redcliffe,
Bristol
BS1 6AD

If returning the form by e-mail, please attach it as a word document i.e. a ‘.docx file’ rather than a PDF. This helps us when anonymising the applications ahead of shortlisting, to minimise unconscious bias affecting the process.

If this method of applying for the role isn’t accessible to you, please contact us to discuss alternative options on recruitment@bristolclimatenature.org or 07508 482110.

The deadline to apply is 9am, 24 March.

If you have any questions or would like an informal discussion about the role, please email recruitment@bristolclimatenature.org with your phone number. We will aim to get back to you within 3 working days.