

# Job Outline – Project Manager Creative Climate Futures

<b>POST:</b>	<b>Project Manager</b>
<b>REPORTS TO:</b>	<b>Head of Climate Ready Placemaking</b>
<b>WORKING TIME:</b>	<b>Part-time (21 hours/0.6FTE) – flexible working hours are available for discussion</b>
<b>SALARY (FTE):</b>	<b>£40,280 - £47,700 pro rata</b>
<b>ADDITIONAL BENEFITS</b>	Generous annual leave entitlement - 35 days (pro-rata) including public holidays, flexi-time Scheme, pension and occupational sickness benefit scheme
<b>CONTRACT:</b>	Fixed term until April 2025 with possible extension
<b>LOCATION:</b>	Hybrid, with work in Glasgow and Edinburgh  Sniffer is based in Edinburgh, at the Edinburgh Climate Change Institute  We operate a flexible, hybrid working model. We anticipate that this role would include a mix of home working, project work in Glasgow (including with project partners), and work from Sniffer’s office.  Applicants must be eligible to live and work in the UK
<b>JOB PURPOSE:</b>	To manage and lead delivery of Sniffer’s new Creative Climate Futures project, working collaboratively with Sniffer colleagues, the project partners and communities

## INFORMATION ABOUT SNIFFER

[Sniffer](#) helps communities, organisations and places to flourish in a fair way in our changing climate. We are a catalyst, collaborating across sectors to support transformation towards a flourishing and fairer future for all.

We are at an exciting time in our development as an organisation, with a new strategy and a growing portfolio of projects. We are looking for new talent to join our team across several roles. Our work is structured across three areas:

- **Climate Ready Leadership:** empowering and equipping leaders from across society, to lead transformation toward a fair and flourishing future for all

- **Climate Ready Placemaking:** ensuring that more places across Scotland are better able to flourish in a fair way in our changing climate
- **Climate Ready Innovation:** working with others to learn by doing things differently and doing different things

Part of our Climate Ready Placemaking workstream, *Creative Climate Futures* is a new two-year project funded by the UK Shared Prosperity Fund as part of the Glasgow Communities and Place Fund. Delivered in collaboration with partners including Creative Carbon Scotland, Glasgow Council for the Voluntary Sector, Community Land Scotland, Scottish Communities Climate Action Network and Glasgow City Council, the project will work with communities in Glasgow who are most vulnerable to the impacts of climate change to design climate ready futures for their neighbourhoods and catalyse action to make these visions a reality. The project builds on Sniffer's existing portfolio of work within Glasgow and the wider City Region, including [Climate Ready Clyde](#).

This role offers an exciting opportunity for an experienced project manager to work as part of a team of changemakers. You will support Sniffer's strategy by delivering an exciting and innovative project within a knowledgeable, supportive, and collaborative organisation.

#### Key responsibilities:

1. Leading the day-to-day management of *Creative Climate Futures*, to deliver agreed project outputs and outcomes
2. Designing and implementing effective project management systems including project planning, budget management, task management, and resource allocation
3. Effectively managing relationships with *Creative Climate Futures* project partners and other key stakeholders, including communities
4. Co-ordinating and delivering *Creative Climate Futures* project events, in collaboration with partners and other stakeholders, both online and in-person in Glasgow
5. Ensuring that inclusive co-design and collaboration with communities is embedded throughout the delivery of *Creative Climate Futures*
6. Establishing an effective approach to project monitoring and reporting, evaluation and learning, working with partners and Sniffer colleagues
7. Ensuring that the progress, outcomes and learning of *Creative Climate Futures* are effectively communicated to target audiences by working with partners and the Sniffer Communications Manager to develop and disseminate appropriate communications materials

## Requirements of the post and person

We are looking for candidates who have excellent project and stakeholder management experience and skills, and knowledge of the impacts of climate change, placemaking and/or community development.

### ***Experience and qualifications***

#### *Essential criteria*

- Demonstrable track record of managing one or more complex, multi-partner projects on time and to budget
- Stakeholder management, mediation and negotiation skills, including managing the interests of a range of partners
- At least five years' experience working in a relevant field, including climate change, community development and/or placemaking
- A degree or equivalent professional experience in a relevant field including sustainability, natural or social sciences, planning, community development

#### *Desirable criteria*

- Experience working in Glasgow with a relevant third sector or public sector organisation(s)

### ***Technical skills and knowledge***

#### *Essential criteria*

- Outstanding project management skills, including a systematic approach to work and the ability to meet tight deadlines
- Ability to manage and deliver multiple activities simultaneously and to prioritise a demanding workload
- Ability to develop and maintain strong, collaborative relationships with a wide range of partners and stakeholders including third sector, community and public sector organisations
- Ability to communicate effectively with internal and external stakeholders, including excellent negotiation and mediation skills to manage and balance the needs of different partners
- Strong understanding of inclusive approaches to community development, engagement and co-design, including a focus on social justice and working with under-represented groups
- Experience managing significant budgets (£100k and above)
- Experience of organising and managing successful events with a range of audiences, both in person and online
- Knowledge of one or more of the following:
  - Climate change adaptation and resilience
  - Community environmental action
  - Community development and/or engagement
  - Community-led placemaking

- Climate and social justice

#### *Desirable criteria*

- Knowledge of Glasgow, including the key environmental and social challenges faced by communities in the city.
- Understanding of creative practice and its role in bringing about transformational change
- Understanding of approaches that address transformation and systems change in relation to climate resilience – including social systems, governance models, participatory democracy and decision-making.
- Understanding of approaches to monitoring, evaluation and learning (MEL), and experience of implementing MEL systems
- Experience of using a range of media to communicate effectively with target audiences

#### ***Personal qualities and ways of working***

We are looking for candidates who would enjoy our internal culture and working style:

- Ability to innovate and bring about change – and understanding of how change happens
- Strong facilitation skills and collaborative working – internally and externally
- Co-design of initiatives
- Solutions and impact/outcome-focused
- Matrix management
- Commitment to equality, diversity and inclusion

#### **Opportunity for Growth**

Whilst Sniffer is a small organisation we are committed to staff development and to identifying opportunities for career progression within the business structure. We are committed to supporting all staff to develop and grow to their full potential

All job outlines are subject to change as Sniffer and post requirements evolve.