



Job Description and Person Specification

Sustainability Officer

Job Details	
Grade	GRD7
Service	Sustainability
Location	Friargate
Job Evaluation Code	A5832

About Coventry City Council
We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation: Open and fair: We are open, fair and transparent. Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be. Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing. Create and innovate: We embrace new ways of working to continuously improve the services we offer. Own and be accountable: We work together to make the right decisions and deliver the best services for our residents. Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose
To play an essential role in advancing initiatives aligned with Coventry's Climate Action Plan. Support efforts to foster a greener, healthier, and more resilient city. Collaborate with colleagues, residents, businesses, community groups and partners to implement sustainability projects that cut emissions, enhance environmental performance, and boost climate resilience. Transform strategic priorities into actionable results by securing funding, overseeing projects, tracking progress, and sharing best practices. Ensure Coventry achieves significant advancements in its climate and sustainability objectives through impactful and measurable actions.

Main Duties & Key Accountabilities

Working as part of the Sustainability team , to deliver strategic priorities of the city's Climate Action Plan. This includes leading and supporting project delivery, alongside assisting with monitoring and reporting performance, data management and using data insights to prioritise activities.

Leading the delivery of the Warm Homes Local Grant programme, to reduce fuel poverty through home energy efficiency improvements. Working with colleagues and the Council's Strategic Energy Partner, E.ON to deliver targeted home energy improvements in neighbourhoods in Coventry. This will involve project coordination, monitoring progress, regular reporting, managing risks and issues, tracking expenditure and ensuring grant funding requirements are met.

Supporting delivery of other Climate Action Plan initiatives. This includes Brandon Wood Nature Reserve, Green for All, Coventry Grows, the Strategic Energy Partnership and the city's Adaption and Resilience Plan. Support will include project management and administration, risk and issue management, financial management, stakeholder engagement and monitoring performance.

Helping to attract investment to support delivery of the Climate Action Plan. Leading the preparation and submission of funding bids. Working with the service and partners to develop investment pipelines and identify innovative funding solutions.

Engaging communities in climate action, working to create an inclusive and collaborative approach to supporting residents and communities to take positive climate action. This includes holding events and workshops, supporting with development of communications materials, keeping webpages up to date and helping develop campaigns.

Building relationships and support for delivery of the Climate Action Plan, including colleagues from across the Council. Engaging a broad range of external partner organisations, including businesses, charities and community organisations to identify opportunities for collaboration and support.

Representing the service area and Council at regional and national meetings, conferences and workshops. Engaging other Local Authorities and organisations to share knowledge, best practice and innovation.

Key Relationships

External:	Department for Net Zero and Energy Security, Department for Rural Affairs, West Midlands Combined Authority Climate Change Board and Pathway Members, Communities, Residents, Businesses, Charities, Activists
Internal:	Sustainability, Planning, Ecology, Energy, Transport, Economic Development, Parks and Open Spaces, Urban Forestry, Finance, Legal, Property, Communications and Engagement, Public Health, Digital

Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

Person Specification

Requirements

Knowledge	Knowledge of sustainability and environmental issues impacting urban areas such as Coventry
	Knowledge and understanding of the processes and criteria for accessing and managing external funding programmes
	Understanding of project management techniques, including performance management and evaluation.
Skills And Ability	Communicate effectively to a wide range of audiences, including written reports and presentations
	Effective organisational skills and an ability to work unsupervised and demonstrate initiative.
	High-level ICT skills - word processing, spreadsheets, databases and other appropriate systems.
Experience	Ability to work collaboratively and build successful partnerships with a wide range of stakeholders

	Ability to develop and write major funding applications and manage grant funded programmes.
	Ability to deliver complex projects to time, with competing priorities.
Qualification	Degree or comparable academic achievement, or substantial relevant experience.
Special Requirements	This post may require some occasional evening or weekend work.