

Julie's Bicycle

CREATIVE • CLIMATE • ACTION

SUSTAINABILITY COORDINATOR

(Arts Council England Environmental Programme and Digital Programme)

ROLE SUMMARY

Julie's Bicycle (JB) is seeking proactive, organised and dynamic candidates for a Sustainability Coordinator role in our pioneering non-profit. Julie's Bicycle mobilises the arts and culture to take action on the climate, nature and justice crisis. This role provides analytical and operational support for our partnership with Arts Council England, including across JB's programmes on emissions reduction, climate leadership, and adaptation to climate change. The role also supports our specialist digital team, which provides the digital tools and platforms for organisations and individuals to take action. The post-holder will be our first point of contact and guidance for arts organisations submitting their environmental data, and will provide flexible support for e-learning, training webinars, and programme content-development.

Job title:	Sustainability Coordinator
Contract:	Full-time fixed term from September 2024 - December 2025 (potential to extend)
Location:	Hybrid working (*): office base is at Somerset House, London
Salary:	£28,000 p/a pro rata
Reporting to:	ACE Programme Lead & Digital Product Lead
Start date:	ASAP depending on notice period
Normal hours:	Office hours are 9.30 - 5.30pm, Monday – Friday <i>(requests for flexible working hours will be considered)</i>

Other:

- Annual leave is 25 days per year (pro rata) plus standard bank holidays
- Cultural entitlement of £250 per annum (pro rata) to spend on arts/ cultural events & activities
- All employees are able to claim 1 hour a week for personal wellbeing
- Pension scheme enrolment and 6% employer contributions (reviewed annually)

(*) Staff work in a hybrid model of in-person and virtual, with regular 'full-team' in-person days. Our standard arrangement is a minimum of 1 day in the office per week. Access to desk space is always available to staff who can't or don't want to work from home. Our office is in the iconic Somerset House in London, on the banks of the Thames.

If you would like this application pack in a different format (e.g., large print or audio file), please email recruitment@juliesbicycle.com or call 0208 746 0400

ABOUT JULIE'S BICYCLE

Julie's Bicycle (JB) is a pioneering not-for-profit organisation, mobilising the arts and culture to take action on the climate, nature and justice crisis. Founded by the music industry in 2007 and now working across the arts and culture, JB has partnered with over 2000 organisations in the UK and internationally. Combining cultural and environmental expertise, JB delivers high impact programmes and policy change to meet the climate crisis head-on.

OUR WORK

Our work includes leadership development, policy development, research, strategic partnerships, in-depth consultancy, training, and a range of ground-breaking projects. A commitment to climate justice underpins all our work. We provide the creative community with the full range of tools, knowledge, and inspiration to act, and we run a rich programme of events and advocacy. JB runs a set of closely connected programmes of different types, lengths and scales. From our Music Programme to our Creative Climate Leadership Programme; our work across the cultural sector through Creative Green Projects and Partnerships; to our partnership with Arts Council England, explore our work here: <https://juliesbicycle.com/our-work/>.

This is an exciting time to join a team of 22 employees and additional external associates who, together, represent a unique mix of arts, culture, scientific, environmental and digital expertise.

We encourage people from any background to apply for this post. We are committed to creating a workforce which is representative of our society, and to bringing together those with a variety of skills and experiences to help shape what we do and how we work. We are particularly keen to hear from people of colour and those who self-identify as disabled.

Our Partnership with Arts Council England

Julie's Bicycle works with Arts Council England to deliver an ambitious Environmental Programme, providing resources, tools, and training to support cultural organisations to take climate action. The programme aims to empower the sector to rise to the challenges the climate crisis presents, and to accelerate and scale a collective response. Through the programme JB supports organisations to report their environmental impacts; produces events, webinars and information briefings, and runs a series of programme strands that develop climate literacy and leadership. Find out more here: [Environmental Programme](#)

A key part of the programme is JB's Creative Climate Tools (CC Tools). These are a free carbon calculator that enables artists and cultural organisations to track their impact, record progress and make strategic changes in their environmental action. They include our unique Beyond Carbon impact tracker. Launched in 2010, the Creative Climate Tools are globally recognised as the leading online environmental reporting tools designed specifically for the arts and culture sector.

THE OPPORTUNITY

The Sustainability Coordinator will be a proactive, organised and dynamic individual, who will enjoy giving support and guidance to arts organisations. You'll be the first point of contact for National Portfolio Organisations (NPOs): organisations which receive core funding from Arts Council England, as they submit environmental data, policies and action plans through Julie's Bicycle's Creative Climate Tools platform. You'll be involved in analysis of the information submitted and contribute to the continuous development of the tools. You will support the running of events, webinars, signposting to and developing resources to deepen understanding around data use. The role also supports the wider JB Arts Council Environment Programmes, providing coordination, research and content support, and operational support for online events and learning. The successful candidate will gain hands-on experience and join our friendly team in regular shared-learning sessions, offering exciting opportunities to deepen their knowledge of culture-based climate action.

RESPONSIBILITIES

Support to National Portfolio Organisation (NPOs)

This role will be the first port of call for many of the organisations contacting JB who are / will be using the Creative Climate Tools and our e-learning platform (which is in the final stages of development). You will work with the organisations to better understand their environmental performance. You will:

- represent Julie's Bicycle as the first point of contact for NPOs and the British Film Institute (BFI), responding to queries via email, video conferencing and telephone
- support organisations in understanding their environmental performance including energy use and source, water, waste, travel and transport and reporting on their environmental impacts and carbon footprints
- present the Tools to existing and potential users through demonstrations and webinars
- track reporting data and keep up-to-date summaries of reporting progress, completion rates, resolved queries, and updated FAQs to share with the Arts Council Programme team
- analyse data from carbon calculators, spreadsheets, surveys and interviews, involving a combination of quantitative and qualitative analysis skills
- support the development of content for the tools including training videos, manuals, FAQs, case studies and data templates
- support the roll-out of E-learning modules to National Portfolio Organisations and the wider sector
- work closely with the digital team to ensure the Tools meet the needs of the NPOs.

Wider support to the ACE Programme

As time allows, provide coordination and/or content support for the JB Arts Council England Programme team. Including:

- technical and webinar support for online JB events
- event statistics capture (registrations, attendees etc)
- design of survey monkey and zoom feedback surveys (setting up of, and analysis, summarising results)
- note taking and summaries of discussions and insights from JB events and workshops
- research support (topic research and also researching organisations undertaking particular aspects of work e.g. resilience/adaptation)
- work across the teams to support as needs emerge, contributing ideas and solutions to the team and in wider JB internal meetings.

EXPERIENCE & SKILLS

MUST HAVES

- Experience in supporting environmental action in organisations, communities or similar and/or training or qualification in environmental science / studies / management / sustainability or a related area
- Some knowledge or experience of analysing different types of quantitative and qualitative data, and curious about what the numbers mean in relation to the 'real world'
- Previously worked in an outward-facing role such as customer service or liaising with partners or third parties, are personable, have very good communication skills, and are comfortable working with a wide variety of different people
- Excellent organisation and coordination skills
- Thrive off proactively helping others, troubleshooting, and problem-solving; including the ability and curiosity to think through how you might improve our own internal processes to be more user-friendly
- Proactive, solution-focused, collaborative, and willing to offer ideas and solutions within the team, and work flexibly in response to programme deliverables and needs
- Know your way around an Excel spreadsheet or similar software
- Strong eye for detail
- You'll be interested in the role of the arts, culture, and the creative sector in responding to the climate crisis, and want to help people and organisations take action
- Enthusiastic and eager to learn new skills on the job

NICE TO HAVES

- Experience in carbon footprint calculations - maybe you've helped a business report their impact, maybe you know the GHG Protocol forwards and backwards, or maybe you've done some research in this space
- Some background knowledge of how organisations can manage their environmental impacts across energy, waste, water, procurement, travel and transport, etc

- Experience writing (this could be reports, case studies, short articles, marketing materials), ideally for a non-technical audience
- Experience with Moodle learning management systems
- Experience with customer relationship systems (example Freshdesk)
- Experience presenting information to other people

HOW TO APPLY

If you'd like to apply, please

- Complete the application form and equal opportunities monitoring form found on our website [here](#)

Submit these via our application portal **by 11.59pm on Wednesday 21st August 2024.**

We are committed to being an Equal Opportunities Employer; we welcome applications from all suitably qualified persons regardless of their race, gender, disability, culture, religion/belief, sexual orientation or age.

Please note, this post is open to people who already have the right to live and work in the UK, as Julie's Bicycle is not currently in a position to sponsor a work visa.

Thank you for your interest in working at Julie's Bicycle.