

**Post Title:** Climate Programme Manager

**Post Hours:** 37 hours per week

**Grade:** SO2

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**Responsible to:** Head of Economic Growth

**Responsible for:** The Implementation of the agreed Pendle Climate Change Strategy and Action Plan

**Main contact associated with principal duties:**

- Elected members, Directors, and Senior Staff of Pendle Borough Council.
  - Staff in the Council's service areas
  - Pendle Climate Emergency Working Group
  - Pendle business community
  - Community, Voluntary and Faith Groups
  - Groups and organisations in the community such as education, agriculture, landowners
  - Colleagues in other councils
  - Members of the Public
  - Central Government Departments
  - Lancashire Climate Action Network
  - North West Net Zero Hub
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**Control of Resources:**

- Management of the PBC Climate Emergency budget
  - Management of externally secured grant programmes
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**Job Purpose:**

- To lead on the delivery of the Climate Change Strategy action plan and programmes, to enable the Council to achieve its carbon reduction targets and make Pendle a sustainable borough.
  - To embed climate change action and behaviours into Pendle Borough Council's Corporate Priorities.
  - To use innovation and collaboration to achieve carbon reduction outcomes for communities through effective partnership working.
  - To support local businesses to access existing agencies to implement low carbon measures.
  - To undertake research and analysis to support development of climate initiatives, policies, and behaviours.
  - To co-ordinate and secure bids for resources to support the decarbonisation of Pendle
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**Main duties and responsibilities:**

1. Lead on the climate change agenda across Pendle Council, providing strategic support and advice to the Corporate Leadership Team and the Climate Change Member portfolio holder.
2. Lead and implement policy and work programmes/ projects to support the delivery of the Climate Action Plan.
3. Prepare annual progress reports on the council's GHG emissions and the delivery of the Climate Action Plan.
4. Develop a funding strategy and secure funding to support carbon reduction initiatives, including the decarbonisation of public estates and fleet, the business sector and Pendle's housing stock.
5. Working with relevant internal teams to disseminate communications about available support and to encourage take-up of climate related schemes and programmes. Including grants for residents or businesses and those targeted at the farming and landowning community.
6. Commission external research, advice and/or support for climate-related policy development in accordance with the council's procurement rules, including the monitoring and evaluation of commissioned work.
7. Liaise with the Lancashire Climate Action Network to share good practice with Community Environmental Groups in Lancashire.
8. Keep up to date and fully informed on national regulations, legislation, statutory requirements, policy documents and technical information relating to climate change, carbon reduction and climate resilience at the local and national level.
9. Co-ordinate Pendle's Climate Emergency Working Group and the Officer Climate Working Group
10. Be aware of and exercise personal and corporate responsibilities under the Health and Safety at Work Act and other related matters.
11. To undertake other duties as may be required commensurate with the grading of the post.

Selection Criteria	Essential or Desirable	Assessment Method
<b>Qualifications</b>		
1. Relevant qualification involving sustainability / environmental management/ public policy, e.g. geography and / or environmental sciences degree, or demonstrable professional experience in this area	Essential	Application Form Certification
2. Relevant Post Graduate qualification	Desirable	Application Form Certification
<b>Knowledge, skills, abilities, and experience</b>		
3. Experience of developing and managing climate change programmes and projects	Essential	Application Form Interview
4. Experience of partnership working with organisations from the public, private and/or voluntary sector	Essential	Application Form Interview
5. Experience of analysing and presenting technical and complex information in engaging ways and tailored to specific audiences	Essential	Application Form Interview
6. Knowledge of climate regulations, policy developments and technical information relating to climate change, carbon reduction and climate resilience and adaptation.	Essential	Application Form Interview
7. Experience of securing external funding	Essential	Application Form Interview
8. Effectively manage time and meet necessary deadlines.	Essential	Application Form Interview
<b>Special Requirements</b>		
9. Willing and able to work occasional evenings and / or weekends.	Essential	Application Form Interview

Date: 24/06/2025