

# festivalsedinburgh

## Job Description and Person Specification

**Job Title:** Environmental Sustainability Officer, Festivals Edinburgh

**Reports to:** General Manager, Festivals Edinburgh

**Salary:** £25,000 pro rata (0.5FTE)

**Contract:** This is a part-time, fixed-term contract (with Creative Carbon Scotland) for one year.

**Working times:** The job is part-time (2.5 days per week) within standard office hours of 9.30 am - 5.30 pm, Monday – Friday. At times, it will be necessary to work flexible working hours e.g. to represent the organisation at external events, forums and conferences. Payment of overtime is not applicable to this post, but Time Off in Lieu will be given at the discretion of the Line Manager. Occasional travel within the UK will be required.

**Background:** Festivals Edinburgh is the high-level organisation created by the Directors of Edinburgh’s major festivals to take the lead on their joint strategic development and to look at over-arching areas of mutual interest. Our member Festivals are:

Edinburgh’s Hogmanay	Edinburgh Science Festival	Edinburgh International Children’s Festival	Edinburgh International Film Festival
Edinburgh Jazz and Blues Festival	Edinburgh Art Festival	Edinburgh International Festival	Edinburgh Festival Fringe Society
Edinburgh International Book Festival	The Royal Edinburgh Military Tattoo	Scottish International Storytelling Festival	

Edinburgh’s Festivals are Scotland’s world-class cultural brands with an international reputation and appeal unmatched by any other cultural events on the globe. They are distinctively Scottish and yet profoundly international.

Our collective work has developed powerful initiatives around our programmes, encouraged the development of collaborative partnership working among our festivals and across Scotland, UK, International & cross-sector organisations, created new funding streams, engaged key international cultural players and built the Festivals’ profile internationally, successfully promoting the Festivals as a model of practice, a knowledge brand and as an unrivalled cultural platform.

**The Role:** The Environmental Sustainability Officer role serves to drive and support the Festivals in their ambitions to be the world’s leading green festival city, by:

- Acting as a specialised knowledge base for the Festivals, providing co-ordination and expertise on key sustainability issues;
- Sourcing, designing and supporting collaborative opportunities for the Festivals around environmental sustainability.

This role supports the collaborative environmental sustainability work of the Edinburgh Festivals, facilitated by Festivals Edinburgh to both reduce the environmental impact of the Festivals and their activities, but also to explore their contribution to positive environmental change through their way of working with partners, artists, audiences and their wider stakeholders.

## Key areas of activity:

### I. **Innovation and Knowledge Development (40%)**

- *Acting as the secretariat for the cross-Festivals knowledge and leadership group on environmental sustainability, comprising Green Champion representatives from each Festival and Festivals Edinburgh.*
- *Providing interpretation and analysis of carbon emissions reporting data and advising on the creation and development of carbon management plans.*
- *Supporting innovative sustainability projects across the Festivals, identifying and facilitating opportunities for shared learning.*
- *Horizon-scanning and seeking new opportunities and partners in this work.*

### II. **Skills and Capacity Development (30%)**

- *Creating an online shared Green Champion training platform for Festivals' staff and other relevant parties (e.g. additional cultural partners), as a space to share advice and skills development resources that will help embed environmental sustainability within and between organisations.*

### III. **Knowledge Dissemination and Advocacy (30%)**

- *Supporting Festivals Edinburgh's Marketing team, and individual Festivals' Green Champions and communications professionals, to communicate effectively about environmental sustainability activities, actions and opportunities.*
- *Reporting to the Festivals Edinburgh Board, funders and partners on the outputs, outcomes and impacts of environmental sustainability activities.*
- *Representing the collaborative environmental sustainability work of the Edinburgh Festivals at meetings and events, and answering queries from the general public.*

**Person Specification:** You will have a minimum of two years' experience in project management (cultural or environmental) and the delivery of strategic outcomes. You will have a good knowledge of the cultural sector context in which Festivals Edinburgh operates, and experiences of driving organisational change. You will be a creative individual, capable of finding innovative and dynamic solutions for sustainability challenges. We are looking for a knowledgeable and driven individual, with strong attention to detail, and an ability to support and propel the environmental sustainability ambitions of Festivals Edinburgh and its member Festivals.

## **Knowledge, Skills & Experience:**

### **Essential:**

- Degree or qualification in environmental sustainability, corporate social responsibility or a relevant connected area, with a strong understanding of climate change mitigation and adaptation.
- Minimum of 2 years' experience in project management and strategy delivery, with experience in monitoring, evaluation and reporting to project funders and partners.
- Experience of structured collection and analysis of environment impact reporting data (qualitative and quantitative) from multiple sources.
- A culture enthusiast with some prior knowledge of content across member festivals.
- Excellent organisational and collaboration skills, and highly developed verbal and written communication skills.
- Experience of working within a complex environment and managing the demands of multiple stakeholders.
- The ability to work as part of a small team and work unsupervised, self-sufficient in all computer and office work.

### **Desirable:**

- Good knowledge of relevant climate change and environmental sustainability organisations that support the culture, tourism or events sector.
- Direct experience of delivering meetings, workshops and events.
- Professional experience of the Edinburgh Festivals.

**To apply:** For full details, please visit our website - <http://www.edinburghfestivalcity.com/about/jobs>. Please email a CV and covering letter demonstrating your relevant abilities and outlining how your skills and experience meet the person specification to Niall Heseltine, Festivals Edinburgh Administrator, at [recruitment@festivalsedinburgh.com](mailto:recruitment@festivalsedinburgh.com)

**The closing date for this position is Monday, 18 March at 5pm. Interviews are planned to take place week of 25 March.**