

14<sup>TH</sup> May 2024

## Job Pack – Climate Action Assistant National Lottery Sustainable Steps (Climate Action) project

Dear applicant,

Thank you for your interest in this post. Please find enclosed some background information and other details to help you decide whether to apply for the position, along with an application form on which to apply. In the interests of equality CVs will not be accepted. Applicants will be assessed on their ability to meet the criteria listed in the person specification below.

Enclosed:

- Background information
- Job description
- Person specification
- Application form
- Equal opportunities monitoring form.

Applications can be submitted either by email to [admin@opennewtown.org.uk](mailto:admin@opennewtown.org.uk) or by post to the address below. The closing date is 12pm Wednesday 29<sup>TH</sup> May 2024. Interviews will be held ASAP at Hafan Yr Afon.

If you wish to have an informal discussion about the post, please contact us on 01686 610777.

Yours faithfully,

Open Newtown

Open Newtown is the trading name of Going Green For a Living Community Land Trust Ltd.  
Hafan Yr Afon Back Lane Car Park Newtown Powys SY16 2NH. Company Number 10976887

[www.opennewtown.co.uk](http://www.opennewtown.co.uk)

## Background and about us

Open Newtown is the trading name of *Going Green for a Living Community Land Trust Ltd*. Formed in 2017, we are a social enterprise managing 130 acres of public green space and river run, working with community groups, local and regional organisations, and private enterprises, to deliver outdoor wellbeing activities and events, improvements to biodiversity, promoting active travel routes and encouraging conversations around Climate Change / Action.

We are also responsible for the recently completed community and visitor centre, Hafan Yr Afon, a gateway to the green spaces that we manage, which delivers disability access, function room for hire, café space, tourist information, local events information, litter picking hub and event space.

Hafan Yr Afon is an award-winning building, with passivhaus targets, solar panel systems, low carbon construction methods, low energy usage design, triple glazing, Larson truss beams, with water attenuation systems, so a great example of constructing buildings in a modern sustainable way.

Our story at Open Newtown is often used as an example of a community coming together to work in partnership with local authorities, to deliver benefits for the public, sometimes described as an “exemplar”, often described as “inspiring”. We regularly present our experiences to other organisations across the UK.

Open Newtown is the trading name of Going Green For a Living Community Land Trust Ltd.  
Hafan Yr Afon Back Lane Car Park Newtown Powys SY16 2NH. Company Number 10976887

[www.opennewtown.co.uk](http://www.opennewtown.co.uk)

## **Job Description:**

Open Newtown is seeking a dedicated and experienced Climate Action Assistant to work under the direction of the Climate Action Officer on our innovative initiative aimed at addressing climate change awareness and action within our community. The successful candidate will be helping to implement climate education programs, community engagement events, and energy efficiency projects. They will collaborate closely with partner organisations, to drive sustainable change and empower our community to take meaningful steps towards a greener future.

## **Key Responsibilities will be to disseminate energy related information and education to the Newtown community by:**

- Organising and executing outreach events, including repair cafes, clothes swaps, and other community-driven initiatives aimed at promoting a culture of reuse and resourcefulness.
- Working with the schools and college to create and deliver comprehensive climate and energy-related education programmes to the students. Collaborating with the schools to hold repair and recycle events (uniform exchanges, clothes swap etc.) at the schools.
- Researching and disseminating information about energy scams, empowering community members to make informed decisions and safeguarding them against fraudulent practices.
- Maintaining transparency around energy grants (e.g. ECO4/Warm Wales) and incentives, ensuring accessibility, and understanding among the community.
- Undertaking energy-related training to enhance support for individuals facing fuel poverty, providing practical assistance and guidance to help mitigate energy costs and improve overall energy efficiency.
- Collaborating with local organisations to extend the dissemination of information, maximise community participation, and cultivate a spirit of cooperation and community involvement in addressing both the energy crisis and the climate crisis.
- Assisting in writing update reports about the project for the Directors and for the National Lottery.
- Develop bilingual digital marketing content to promote project aims, developments, and delivery, leveraging social media platforms to increase

Open Newtown is the trading name of Going Green For a Living Community Land Trust Ltd.  
Hafan Yr Afon Back Lane Car Park Newtown Powys SY16 2NH. Company Number 10976887

[www.opennewtown.co.uk](http://www.opennewtown.co.uk)

public awareness and engagement. Sharing energy saving tips across multiple social media platforms.

### **Climate Action Assistant**

**Responsible to:** Climate Action Officer

**Salary:** £28,000 pro rata

**Contract:** Fixed term until September 2026. This post is funded through the National Lottery Community Fund Wales and Robert Owen Community Banking/Cae Post legacy fund.

**Hours:** 3 days per week, to be worked flexibly, includes some evening/weekend events & activities

**Location:** Primarily located in our central Newtown office, with some flexibility for occasional work at home. Events/community engagement work will take place in the Newtown area.

**Pension:** Unless you opt out you will be automatically enrolled in our workplace scheme, contributions as set by the government, following successful completion of your 3-month probationary period.

**Leave:** 28 days annual leave pro rata plus bank holidays pro rata by arrangement.

Open Newtown is the trading name of Going Green For a Living Community Land Trust Ltd.  
Hafan Yr Afon Back Lane Car Park Newtown Powys SY16 2NH. Company Number 10976887

[www.opennewtown.co.uk](http://www.opennewtown.co.uk)

## Person Specification:

### The successful candidate will have:

- A relevant qualification in Environmental Science, Sustainability, Education, or related field - or equivalent experience / skills
- Proven experience in working or volunteering in public facing roles, particularly with young people or on environmental projects, and experience in helping to organise events would be ideal.
- Knowledge of climate change issues, energy efficiency concepts, and sustainable practices. This includes having some knowledge of the guidelines relating to energy efficiency and its impact on our climate and the action required to minimise this.
- Experience in the creation of digital marketing content.
- Proficient in data collection, analysis, and reporting to measure project impact and success.
- Ability to work independently, and as part of a small team, and collaborate effectively with partners and stakeholders.
- Excellent communication and interpersonal skills, capable of engaging with diverse groups and building strong relationships.
- Familiarity with assisting with grant writing and fundraising processes is a plus, along with an understanding of the 3<sup>rd</sup> sector & social enterprises.

Open Newtown is the trading name of Going Green For a Living Community Land Trust Ltd.  
Hafan Yr Afon Back Lane Car Park Newtown Powys SY16 2NH. Company Number 10976887

[www.opennewtown.co.uk](http://www.opennewtown.co.uk)

**Continued**

Essential	Desirable
<b>1. Qualifications</b>	
Qualification in Environmental Science, Sustainability, Education, or related field	Batchelor’s degree in this field
<b>2. Practical experience</b>	
Experience of working or volunteering in public facing roles	Experience of working with a community / 3 <sup>rd</sup> sector project.
Experience in working with young people or environmental projects	Experience of organising events
Experience in the creation of digital marketing content	Previous experience of grant writing & fundraising processes
<b>3. Knowledge</b>	
Good understanding of climate change issues, energy efficient concepts & sustainable practices.	Previous experience of working with funders such as Welsh Government, National Lottery etc.
Some knowledge of relevant regulations and guidelines related to climate action and energy efficiency	Knowledge of the community development of green spaces.
	The ability to communicate in Welsh would be highly advantageous.
<b>4. Skills</b>	
Excellent verbal, written and presentational communication skills.	Ability to present reports and presentations to various audiences
Proficient in data collection, analysis, and reporting to measure project impact and success.	
Reliable, with excellent interpersonal skills, with the ability to communicate effectively and clearly to several different groups and individuals.	

Open Newtown is the trading name of Going Green For a Living Community Land Trust Ltd.  
Hafan Yr Afon Back Lane Car Park Newtown Powys SY16 2NH. Company Number 10976887

[www.opennewtown.co.uk](http://www.opennewtown.co.uk)

# OPEN NEWTOWN

## Application Form



**Position Applied For:**

**Full name**

**Home address**

**Telephone number(s) where we can contact you**

**Email address**

**Have you any criminal convictions?** *If yes, please supply details under separate cover to the Project Director. This will not affect your application where not relevant to the job.*

**References** *Please give details of two referees who are willing to support your application. One of these should be your most recent employer.*

**Full name**

**Address**

**Postcode**

**Telephone**

**Email**

**May the above person be approached before any interview?**

**How is this person known to you?**

**Full name**

**Address**

**Postcode**

**Telephone**

**Email**

**May the above person be approached before any interview?**

**How is this person known to you?**

Open Newtown is the trading name of Going Green For a Living Community Land Trust Ltd.  
Hafan Yr Afon Back Lane Car Park Newtown Powys SY16 2NH. Company Number 10976887

[www.opennewtown.co.uk](http://www.opennewtown.co.uk)



## DECLARATION

Before a formal offer of appointment is made we will seek verification of the details provided by the successful candidate about their present/most recent employment. The successful candidate will also have to produce evidence of relevant qualifications and proof that they are eligible to work in the UK and where relevant undergo a basic or enhanced DBS check (depending on the job role).

The information provided by you on this form may be processed for purposes permitted by the General Data Protection Regulation. You have, on written request, the right of access to personal data held about you. The company treats personal data collected during the recruitment process in accordance with our Data Protection Policy.

I certify that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn or, if employed, dismissal.

**Signature:**

**Date:**

Open Newtown is the trading name of Going Green For a Living Community Land Trust Ltd.  
Hafan Yr Afon Back Lane Car Park Newtown Powys SY16 2NH. Company Number 10976887

[www.opennewtown.co.uk](http://www.opennewtown.co.uk)





--	--	--

Open Newtown is the trading name of Going Green For a Living Community Land Trust Ltd.  
Hafan Yr Afon Back Lane Car Park Newtown Powys SY16 2NH. Company Number 10976887

[www.opennewtown.co.uk](http://www.opennewtown.co.uk)



--	--	--	--

Open Newtown is the trading name of Going Green For a Living Community Land Trust Ltd.  
Hafan Yr Afon Back Lane Car Park Newtown Powys SY16 2NH. Company Number 10976887

[www.opennewtown.co.uk](http://www.opennewtown.co.uk)

**3. Please give details of your knowledge, skills and experience relevant to this post** *Please pay particular attention to this section as it tells us what makes you suitable for this job. Your application will be judged against the Person Specification. Please give evidence for each point on the Person Specification, being as specific as possible and supporting your answers with examples. Please also tell us why you wish to apply for this post. Continue a separate sheet if necessary.*

Open Newtown is the trading name of Going Green For a Living Community Land Trust Ltd.  
Hafan Yr Afon Back Lane Car Park Newtown Powys SY16 2NH. Company Number 10976887

[www.opennewtown.co.uk](http://www.opennewtown.co.uk)

**4. Are there areas of responsibility in the job description for which you may require special training or induction?**

**5. Where did you see this post advertised?**

**Closing date: 12pm Wednesday 29<sup>th</sup> May 2024 Interviews: To be held ASAP at a mutually agreed time.**

Please ensure this form is returned by the deadline to:

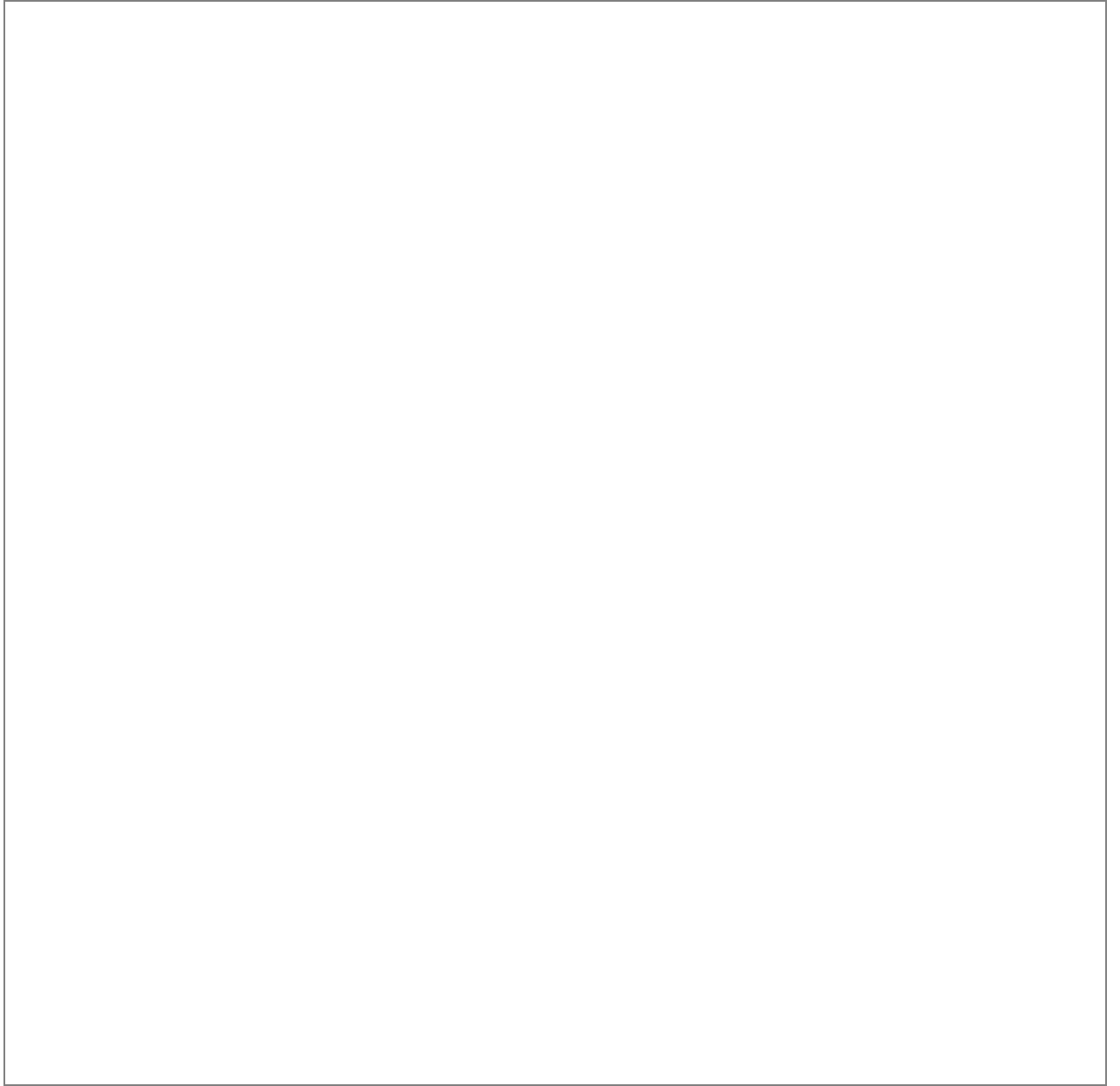
**Email:** [admin@opennewtown.org.uk](mailto:admin@opennewtown.org.uk)

**Post:** Open Newtown Hafan Yr Afon Back Lane Car Park Newtown Powys SY16 2NH

**Please complete the enclosed Equality Monitoring form and GDPR Recruitment and Selection statement and return to us with your application.**

Open Newtown is the trading name of Going Green For a Living Community Land Trust Ltd.  
Hafan Yr Afon Back Lane Car Park Newtown Powys SY16 2NH. Company Number 10976887

[www.opennewtown.co.uk](http://www.opennewtown.co.uk)



Open Newtown is the trading name of Going Green For a Living Community Land Trust Ltd.  
Hafan Yr Afon Back Lane Car Park Newtown Powys SY16 2NH. Company Number 10976887

[www.opennewtown.co.uk](http://www.opennewtown.co.uk)

## Equal Opportunities Monitoring Form

### Position Applied For:

Open Newtown (ON) is committed to equal opportunities. We aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of sexuality, impairment, marital status, sex, age, race, religion, colour or nationality.

To help assist ON to improve employment practices, all applicants are asked to answer the following questions, voluntarily, by putting a tick in the appropriate box. This information, which will only be used for monitoring purposes, will be treated as confidential and **will be separated from your application form before candidates are shortlisted.**

1. **Please tick the box corresponding to what you feel to be your Ethnic Group.** Note: Ethnic Group is not the same as 'nation of origin' or 'race', but is normally defined in relation to a people or culture with which a person, or their forebears, are most strongly identified.

- |   |   |                                  |
|---|---|----------------------------------|
| <input type="checkbox"/> Bangladeshi European | <input type="checkbox"/> Black African          | <input type="checkbox"/> Black   |
| <input type="checkbox"/> Black Caribbean      | <input type="checkbox"/> Black Other            | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Indian European      | <input type="checkbox"/> Pakistani              | <input type="checkbox"/> White   |
| <input type="checkbox"/> White Other          | <input type="checkbox"/> Other (please specify) |                                  |

2. **My sex is:**  Female  Male

3. **Do you consider yourself disabled?**  Yes  No

4. **Please state which age group you are in:**

- |                                  |                                  |                                      |                                  |
|----------------------------------|----------------------------------|--------------------------------------|----------------------------------|
| <input type="checkbox"/> 16 – 17 | <input type="checkbox"/> 18 – 25 | <input type="checkbox"/> 26 – 34     | <input type="checkbox"/> 35 – 44 |
| <input type="checkbox"/> 45 – 54 | <input type="checkbox"/> 55 – 64 | <input type="checkbox"/> 65 and over |                                  |

Open Newtown is the trading name of Going Green For a Living Community Land Trust Ltd.  
Hafan Yr Afon Back Lane Car Park Newtown Powys SY16 2NH. Company Number 10976887

[www.opennewtown.co.uk](http://www.opennewtown.co.uk)



## General Data Protection Regulations 2018 Recruitment & Selection

### Privacy Statement

Here at Open Newtown, we take your privacy seriously and will only use your personal information to administer your application for employment. This privacy statement explains what personal data we collect from you and how we use it. We encourage you to read the summaries below and if you would like more information on a particular topic, please contact our Data Protection Officer by writing to [admin@opennewtown.org.uk](mailto:admin@opennewtown.org.uk).

### Personal Data We Collect

We collect the following personal data relating to your employment application:  
Contact Details (Name, Address, Email Address, Telephone &/or Mobile Number)  
Employment history  
Qualifications  
Equality of Opportunity (Ethnicity, Disability Details) under Special Categories  
Interview Notes

### How We Use Personal Data

Your personal data will be used to process your employment application.

### How Long We Will Hold Personal Data

Successful candidate's data will be held under the company's General Data Protection Policy details of which will be made available upon the offer of employment. Full details are available in the employee handbook. Unsuccessful candidates' data will be held of a period of 6 months where upon it will be confidentially destroyed.

### Reasons We Share Personal Data

We will not normally share personal data with anyone else, but may do so where:

- There is an issue that puts the safety of our staff at risk.
- We need to liaise with other agencies or third parties – we will seek consent as necessary before doing this.

We will also share personal data with law enforcement and government bodies where we are legally required to do so, including for:

- The prevention or detection of crime and/or fraud
- The apprehension or prosecution of offenders  
In connection with legal proceedings
- Where the disclosure is required to satisfy our legal obligations

### How We Protect Your Personal Data

We use encrypted storage and transfer for all electronic data and have password access controls in place. If paper copies are utilised we ensure that all information is held in secure locked cabinets with controlled access by named individuals.

Open Newtown is the trading name of Going Green For a Living Community Land Trust Ltd.  
Hafan Yr Afon Back Lane Car Park Newtown Powys SY16 2NH. Company Number 10976887

[www.opennewtown.co.uk](http://www.opennewtown.co.uk)

### How to Access & Control Your Personal Data

Individuals have a right to make a 'subject access request' to gain access to personal information that the company holds about them. This includes:

- Confirmation that their personal data is being processed.
- Access to a copy of the data
- The purposes of the data processing
- The categories of personal data concerned.
- Who the data has been, or will be, shared with
- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period
- The source of the data, if not the individual
- Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual.

Subject access requests must be submitted in writing, either by letter or email to the DPO. They should include:

- Name of individual
- Correspondence address
- Contact number and email address.
- Details of the information requested.

When responding to requests, we:

- May ask the individual to provide 2 forms of identification.
- May contact the individual via phone to confirm the request was made.
- Will respond without delay and within 1 month of receipt of the request.
- Will provide the information free of charge.
- May tell the individual we will comply within 3 months of receipt of the request, where a request is complex or numerous. We will inform the individual of this within 1 month, and explain why the extension is necessary.
- If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee which takes into account administrative costs. A request will be deemed to be unfounded or excessive if it is repetitive or asks for further copies of the same information. When we refuse a request, we will tell the individual why, and tell them they have the right to complain to the ICO.

Other data protection rights of the individual: In addition to the right to make a subject access request (see above), and to receive information when we are collecting their data about how we use and process it, individuals also have the right to:

- Withdraw their consent to processing at any time.
- Ask us to rectify, erase or restrict processing of their personal data, or object to the processing of it (in certain circumstances)
- Prevent use of their personal data for direct marketing
- Challenge processing which has been justified on the basis of public interest.
- Request a copy of agreements under which their personal data is transferred outside of the European Economic Area
- Object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, that might negatively affect them)
- Prevent processing that is likely to cause damage or distress.

Open Newtown is the trading name of Going Green For a Living Community Land Trust Ltd.  
Hafan Yr Afon Back Lane Car Park Newtown Powys SY16 2NH. Company Number 10976887

[www.opennewtown.co.uk](http://www.opennewtown.co.uk)

- Be notified of a data breach in certain circumstances.
- Make a complaint to the ICO.
- Ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances)

NOTE: Individuals should submit any request to exercise these rights to the DPO. If staff receive such a request, they must immediately forward it to the DPO.

**Consent**

I have read and consent to my personal data, as detail above, being held and utilised by Open Newtown for the purposes stated.

Signed: ..... Date: .....

Please send a copy of your signed GDPR Form to [admin@opennewtown.org.uk](mailto:admin@opennewtown.org.uk) or by mail marked “Confidential” to:

Post: The Administrator, Open Newtown, 9 Broad Street, Newtown, Powys SY16 2LU

Open Newtown is the trading name of Going Green For a Living Community Land Trust Ltd.  
Hafan Yr Afon Back Lane Car Park Newtown Powys SY16 2NH. Company Number 10976887

[www.opennewtown.co.uk](http://www.opennewtown.co.uk)