

CONSULTANCY / FREELANCE BRIEF

INCLUSION ASSOCIATE – MISSION NET ZERO

Overview of the role

The Inclusion Associate will ensure that inclusion and just transition principles remain at the heart of [Mission Net Zero](#). The project (see appendix) brings together local and regional partners to support Bristol's ambition of becoming carbon neutral and climate resilient by 2030 whilst ensuring social justice (a “just transition”). The Associate will help set goals, hold partners accountable, and support partners to be more inclusive. They will also organise and help to commission workshops and training for project partners to support meeting these goals. At the end, they will share what the project has achieved and learned with others. Overall, the Inclusion Associate will help the project partners' work to be more inclusive and attentive to the needs of the diverse population of Bristol. An understanding of environmental issues and just transition is desirable, but more importantly, the Associate will be able to demonstrate a clear track record of helping organisations deliver on the key principles of Equity, Inclusion and Diversity.

Contract details

- **Duration: 18 months.** Long-term freelance role from 3 June 2024 to 30 November 2025 (earlier contract start date of 20 May 2024 available if possible).
- **Commitment: Total of 60 days.** Approximately 2.5 days per month, with additional 15 days required for initial activity and project set-up (June/July 2024) and end-of-project reporting (Oct/Nov 2025).
- **Contract Fee: £32,500** (£550 per day).

- **Reporting:** The Inclusion Associate will report to Bristol Climate & Nature Partnership as the commissioning lead and to the Mission Net Zero Project Manager at Bristol City Council, who will facilitate communication with the Mission Net Zero project board.

Role requirements

What skills the Associate should be able to demonstrate:

- Commitment to or willingness to learn the values of just transition and collaboration with diverse communities and organisations.
- Experience in promoting effective Equity, Diversity, and Inclusion through consultancy, support, or training.
- Proven experience in facilitation and providing constructive and clear feedback.
- Experience in creative problem-solving in organisations and effective and clear communication of solutions/recommendations.
- Experience in working with organisational leadership to influence actions and decisions.
- Proven experience of recognising both effective and ineffective practices and promoting or challenging them.
- Understanding of how to embed inclusion principles into a range of contexts.
- Proven experience of producing reports and recommendations.
- Ability to recommend and commission training providers based on clear assessment of needs.
- Knowledge or experience in working with environmental initiatives or local authorities (desirable but not necessary).

Deliverables

What the Associate will do:

Engage with the project partners and leaders to:

- Assess the project's current Equity, Diversity and Inclusion credentials and then determine any training or support needs.

- Collaboratively devise inclusive methodologies, producing specific, measurable, and realistic Equity, Diversity, and Inclusion objectives and benchmarks for the project partners relating to the way the project team works and the project delivery.
- Facilitate meetings regarding the integration of the [Just Transition Declaration](#) principles within the project and foster agreement on aims and standards for the project.
- Collaborate with the Monitoring and Evaluation lead to create Key Performance Indicators (KPIs).
- Establish a framework for the project board to evaluate performance against agreed-upon standards and metrics, incorporating a 'Just Transition and Inclusion' risk management protocol.

Attend monthly project board meetings to:

- Assess progress, pinpoint risks or opportunities, and provide guidance on governance, processes, or delivery to align with objectives or mitigate risks in line with best inclusion practice.
- Have regular consultations with project partners to decide on consultancy and support needs.
- Contribute to these meetings with progressive questioning and be able to respond to requests for advice.

Support reflective practices, capacity building, and learning within the project consortium and collaborators by:

- Facilitating workshops and identifying any gaps in understanding or best practice.
- Responding to email and other communication requests seeking advice on how to make processes, plans and other streams of work more inclusive.
- Researching and reporting on best practice on Equity, Diversity and Inclusion in similar contexts, bringing in expertise of local groups, organisations or initiatives.
- Compiling a comprehensive account of achievements, hurdles, insights, and recommendations at the end of the project. This will be a report which can be used by partners and other stakeholders.

How to apply

To express your interest in this role, please send both:

1. A cover letter (one side of A4) explaining what attracted you to this role and why you (or your organisation) would be best placed to deliver it. Please include a description of recent work that demonstrates how you meet the skills requirements. If you would prefer to communicate verbally, please submit responses in film or audio file format via a filesharing service e.g. wetransfer.
2. A CV to evidence any previous experience that is relevant to this role. This information could be shared with us in an alternative format, for example, a link to a website or online profile.

In your application, please:

- Declare if you have a relationship with any of the organisations listed as project partners (see appendix).
- Specify your availability to start in the role.
- Share any dates in April/May when you would **not** be available to attend an interview.
- If applying as an organisation, or as a joint application from two or more individuals, please ensure the cover letter and CV includes full details of who the primary contact would be.

Get in touch with contact@bristolclimatenature.org with any queries or to request an informal discussion about the role.

Deadline for submissions: midday, Monday 22 April 2024

Please email applications directly to contact@bristolclimatenature.org (email subject ref: Inclusion Associate application)

Selection will be based on a two-stage process, with the first stage inviting shortlisted candidates to attend a one-hour interview (online) followed by a second stage in person interview.

Appendix: Mission Net Zero overview

Bristol has a goal to rapidly reduce its emissions which cause climate change. Community leadership and action on climate is an important part of how the city will meet this goal in a fair way which benefits local people. Bristol has received funding from Innovate UK's Net Zero Living programme for the Mission Net Zero project to support progress towards a more sustainable and inclusive city and deliver on Bristol's One City Climate Strategy.

The project runs from March 2024 to November 2025.

The Mission Net Zero project will:

- Support three Bristol communities to plan the climate action (energy and homes focus) they want in their neighbourhoods and help secure the money to take action forward.
- Build support for climate action through an investment plan for the city and wider region.
- Support small businesses and people wanting to work on these climate projects — creating jobs and providing training.

Partners are:

- Bristol City Council (project lead)
- Bristol Climate & Nature Partnership
- Centre for Sustainable Energy
- Bristol Energy Network
- Bristol City Leap
- South Gloucestershire Council
- Bath and North East Somerset Council
- North Somerset Council
- National Grid Electricity Distribution
- Bristol and Bath Regional Capital
- West of England Combined Authority

Read more about the project on the [Bristol City Council website](#).

