

Job Description

Job Title	Accelerator City Sustainability Project Manager
Directorate	Neighbourhoods and Housing
Service Area	Culture Liverpool
Grade	7
Competency Level	2
Salary	£40,777 - £46,142
Job Type	Hybrid
Location	Cunard Buildings
Disclosure and barring service (DBS)	Not Required
Job Evaluation Ref No	

Job Purpose

Directly Responsible For:

To lead the next stage of the Accelerator City sustainability programme, ensuring the integration of sustainability across all culture and sports events in Liverpool and the Liverpool City Region where applicable. The Major Sports Events portfolio includes the stage 2 finish of the Tour de France, an inclusive multisport and culture festival and EURO 2028 with a number of major cultural events to be confirmed. The role will ensure that environmental, social, and economic sustainability objectives are embedded into event planning, delivery, and legacy.

The post holder will work within the Culture Liverpool team, with external event organisers, governing bodies, cultural partners, and communities to ensure that our events minimise environmental impact, maximise social value, and promote Liverpool as a leader in sustainable event management.

Directly Responsible To:

Head of City Events

Main Areas of Responsibility:

- Lead on the next phase of the Accelerator City programme for Culture Liverpool
- Lead on sustainability strategy for culture and sports events, ensuring alignment with Liverpool City Council's climate and social value commitments.
- Embed sustainability into event bidding, planning, and delivery, ensuring compliance with ISO 20121 and other relevant standards
- Liaise with the LCC sustainability team to share best practice and ensure culture and sports events are aligned with LCC's overarching sustainability strategy and approach
- Support the wider Liverpool City Region Destination Management Partnership team and stakeholders in creating a sustainability holistic vision for the region offering advice and developing cross sector interventions
- Oversee sustainable procurement, waste management, energy efficiency, water use, and transport planning for the Major events programme.
- Work with stakeholders to ensure accessibility, diversity, and inclusion are central to event delivery

- Collaborate with the LCC Sustainability team to monitor and report on sustainability KPIs, producing reports for funders, partners, and governing bodies
- Maintain a consistent approach to sustainability reporting
- Support legacy planning to ensure long-term cultural, social, and environmental benefits
- Act as Liverpool's sustainability advisor to event organisers, artists, athletes, and community partners
- Ensure compliance with health and safety, licensing, and environmental legislation
- Promote Liverpool's sustainability achievements through marketing, communications, and partnerships
- Manage the council's Event App in respect to the sustainability targets, for both LCC led events, and third party organisers, ensuring targets and the land use agreements are adhered to

Supervision and Management Responsibility:

- Responsible for ensuring that delivery teams across Culture Liverpool are delivering against consistent team sustainability objectives
- Management of suppliers, contractors & volunteers on site as required

Budget and Financial Responsibility:

- Manage sustainability budgets and funding streams
- Monitor financial performance of sustainability initiatives, ensuring delivery within budget
- Explore funding and sponsorship opportunities for sustainability projects

Social Value Responsibility:

- Ensure sustainability, accessibility, diversity, and inclusion are embedded across all event planning
- Drive social value through environmental initiatives, community engagement, and legacy programmes
- Work with partners to deliver measurable social, cultural, and environmental impacts
- Devise and deliver against the event sustainability policies – ensuring consistent reporting methods across all event

Physical Demands of the Job:

- Outdoor work during event delivery periods
- Weekend and evening work required during event delivery

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Promote excellent customer service internally and externally.
- Uphold equal opportunities and non-discriminatory practices.
- Ensure compliance with health and safety legislation and codes of practice.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency **level 2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Personal Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Degree or equivalent qualification in sustainability, environmental management, or experience in sustainability within events, arts, or sports (A,E,I)

Desirable

- Project Management or Event Management training
- ISO 20121 or equivalent sustainability accreditation

Experience

Essential

- Experience of embedding sustainability in major event planning and delivery. (A,E,I)
- Evidence of developing and maintaining relationships with stakeholders across arts, sports, and community sectors. (A,E,I)
- Experience of managing sustainability budgets and reporting on KPIs (A,E,I)
- Operational experience of delivering sustainable practices across large-scale events (A,E,I)
- Experience of bidding for and negotiating sustainability commitments in major events (A,E,I)

Desirable

- Experience of shaping sustainability strategy at organisational or city level
- Knowledge of sports and culture governance models
- Experience of working across functional areas including transport, marketing, accessibility, volunteering, and social impact

Skills/Abilities

Essential

- Ability to lead and engage a wide range of team members and stakeholders to deliver on sustainability goals (A,E,I)
- Knowledge of environmental legislation and sustainable procurement practices (A,E,I)
- Effective communication skills, able to influence stakeholders and senior officers (I)
- Analytical skills for monitoring and reporting sustainability metrics (I)

Desirable

- Strong project management and organisational skills (I)
- Negotiation and advocacy skills
- Ability to work under pressure and to tight deadlines (I)
- Effective communication skills, able to influence stakeholders and senior officers (I)
- Analytical skills for monitoring and reporting sustainability metrics (I)

Commitment

Essential

- Commitment to delivering world-class sustainable events that provide exemplary experiences for athletes, artists, spectators, and residents (A,E,I)

Desirable

- Understanding of and personal commitment to the Vision and Values of Liverpool City Council