

Phoenix

Role Description

JOB TITLE:	Environmental & Sustainability Officer
REPORTS TO:	Cinema Programme Manager
AVERAGE HOURS PER WEEK:	16 hours per week (part time). Flexibility will be required to fulfil the needs of the role, including occasional evenings and weekends.
SALARY:	£12,480 per annum (£28,860 FTE)
CONTRACT:	Fixed term contract to 31 st March 2029

1. Context

Phoenix is Leicester's independent cinema and art centre located in the heart of the city's Cultural Quarter. A registered charity for over 35 years, Phoenix is the city's home for film, moving image, and digital storytelling.

Phoenix plays a key role in the cultural and creative landscape of Leicester, one of the UK's most diverse and dynamic cities. As an accessible venue open to all, we curate unique cultural and creative experiences across film and art, bringing local, national and international work to our cinema screens and gallery. Through our programme we offer opportunities for communities to come together, explore and share stories and ideas; improve our understanding of the world and re-imagine the future; and inspire and nurture creativity.

Our award-winning capital expansion has created new opportunities for us, both commercially and across our cultural programme and since its completion in 2023, we have expanded our offer significantly.

We work with a wide range of partners to produce and deliver varied and vibrant events in addition to our core cinema and exhibition programmes – including live music, comedy and spoken word, creative workshops, wine tasting evenings, and pop-up art markets – and have a reputation for innovation and creativity.

Our Café Bar is a hub for many who live and work in the city, as well as our cinema and gallery visitors, and many businesses and community organisations enjoy the welcoming, stimulating environment for conferencing, training, networking and social events. We also support people working in film and creative media across Leicester and Leicestershire with workspace, events and networking opportunities.

As a charity, we generate approximately 80% of our annual income from cinema ticket sales, Café Bar and kiosk sales, memberships, courses and venue hires. Our stakeholders include the British Film Institute (BFI) and Arts Council England.

2. Purpose of the Role

The Environmental & Sustainability Officer will lead Phoenix's audience-facing environmental activity, supporting the organisation's ambition to be a recognised leader in environmental responsibility and stewardship within the independent cinema and cultural sector.

Working as part of the Cinema Programme team, the postholder will develop and deliver creative, partnership-led activity that engages audiences with climate change, sustainability and climate justice, embedding environmental themes within Phoenix's programme and public communications.

The role is integral to the delivery of Phoenix's 2026–29 BFI-funded audience development project and will contribute to strengthening Phoenix's profile locally, regionally and nationally as a socially and environmentally responsible cultural organisation.

Key Relationships

Internal: Chief Executive Officer, Cinema Programme Manager, Creative Producer, Digital Marketing Co-ordinator, Membership & Events Manager, Commercial Development Manager, Operations Manager, Customer Service Manager, Finance Manager

External:

Our marketing agency, box office system provider, suppliers and other marketing partners

Phoenix audiences, especially through the MyPhoenix programme

Stakeholders and funders

The press, media and partners

3. Main Responsibilities

Environmental Programming & Audience Engagement

- Develop and deliver Phoenix's 'Green Screen' programme strand, presenting films and events that explore climate change, sustainability and climate justice.
- Work closely with the Cinema Programme Manager and partners to enrich programming through talks, panels, Q&As, lectures and complementary activity.
- Use Phoenix's platform as a cultural organisation to engage audiences in environmental issues and encourage positive action.

Partnerships, Collaboration & Research

- Build and sustain partnerships with local and regional organisations, including Leicester City Council, to develop audiences and activity.
- Collaborate with higher education partners to support research-led programming, conferences and events.
- Support collaboration with academic experts and practitioners contributing to Phoenix's programme.

Communications, Advocacy & Sector Leadership

- Support the communication of Phoenix's environmental commitment to audiences, stakeholders and partners.
- Participate in sector networks such as the UK Green Film Network, sharing Phoenix's learning, successes and challenges.
- Contribute to building Phoenix's profile as a leader in environmental responsibility within the independent cinema sector, building on existing achievements such as its BREEAM rating.

Monitoring, Evaluation & Learning

- Capture and evaluate audience engagement and project outcomes to support organisational learning and funder reporting.
- Keep up to date with sector developments, policy and best practice relating to environmental sustainability in cultural venues.

Other Responsibilities

- Work flexibly and collaboratively across the organisation to support Phoenix's wider programme and strategic objectives.
- Contribute to a positive, inclusive and forward-looking organisational culture.
- Develop your own professional practice, supported by the Cinema Programme Manager.
- Undertake any other reasonable duties commensurate with the role as required.

4. Person Specification

Requirements	Essential	Desirable
Qualifications & Training	Relevant qualification or demonstrable equivalent experience in environmental sustainability, climate engagement, cultural programming or related field.	Environmental or sustainability-specific training or accreditation.
Experience & Achievement	Experience developing or delivering environmental, sustainability or climate-focused projects. Experience working in partnership across organisations. Experience engaging public audiences around complex issues.	Experience within a cultural or arts organisation. Experience of sector networks or advocacy work.
Skills & Knowledge	Strong understanding of environmental sustainability and climate issues. Excellent communication and relationship-building skills. Ability to plan, deliver and evaluate audience-facing activity. Good organisational and IT skills.	Knowledge of sustainability practice in cultural venues. Interest in film-based or creative engagement approaches.
Personal Qualities	Motivated, curious and committed to environmental responsibility. Able to communicate complex ideas accessibly. Collaborative and proactive. Willingness to work flexibly when required.	Passion for film and environmental storytelling.