



## EVENTS COORDINATOR

### The Role at a Glance

<b>Role description</b>	The Events Coordinator plays a key role in the High-Level Climate Champions' Events Curation team. Responsibilities will include supporting a range of global climate events, the wider events team, and holding core responsibilities around logistics and administration.
<b>Contract type</b>	Independent contractor
<b>Contract duration</b>	12 months
<b>Remuneration level</b>	Remuneration in line with market rates, and depending on experience and location. The remuneration is inclusive of pension, annual leave and all benefits
<b>Start date</b>	1 April 2022 or as soon as possible
<b>Location</b>	Flexible. We are a global team, so the role may, require some travel
<b>Annual leave</b>	4 weeks unpaid leave
<b>Reporting to</b>	Jade Phillips, Events Curation Co-Lead
<b>Other</b>	<ul style="list-style-type: none"> <li>• The candidate is expected to work from home/ or the seconding organisations' office, with occasional travel as and when requested.</li> <li>• In some locations, a collaborative office space may be available.</li> <li>• The candidate is expected to provide and maintain their own ICT and work tools.</li> <li>• Out of town travel and other work related expenses will be reimbursed in line with the travel and expense policy</li> </ul>
<b>Recruitment process</b>	<p>Please submit your CV and brief cover letter (no more than one A4 page) to <a href="mailto:opportunities@climatechampions.team">opportunities@climatechampions.team</a></p> <p><b>Please mention 'HLC Events Coordinator' in the subject of your email.</b></p> <p>Applications will be assessed on a rolling basis, with virtual interviews taking place w/c 28 March 2022.</p>

### Background

# The Climate Champions Team



The Climate Champions Team provides support to the UNFCCC High Level Climate Champions to deliver on the mandate from Parties: to drive climate action and enhance ambition by non-state actors. Working with the Marrakech Partnership and other partners, we mobilise businesses, investors, cities, regions and civil society and act as a bridge between non-state actors and national governments to reach the goals of the Paris Agreement. At COP26, the two serving High Level Climate Champions launched [a five year plan](#) to deliver on the mandate from Parties. It sets out objectives and details of the tools employed to achieve them, across six key functions for the work of the Climate Champions Team for the period 2021 - 2025.

The global team is resourced to support the major campaigns [Race to Zero](#), [Race to Resilience](#), [Glasgow Finance Alliance for Net Zero \(GFANZ\)](#), as well as sector-focused systems transformation using the [Climate Action Pathways](#), [2030 Breakthroughs](#) and the [Resilience Transformations](#). Alongside this, we are continuing to strengthen the accountability mechanisms of the campaigns and assess the overall state of systems transformation as we prepare to support the global stocktake.

COP27 offers a unique moment to drive transformational change, scaling action for climate-vulnerable communities, and mobilising finance to developing and emerging economies, to move from ambition to implementation and halve global emissions and protect four billion people from climate impacts by 2030.

To help us deliver on our plan for COP27 and beyond, we now need a Programme Coordinator. It is a role that provides an opportunity to work at what is arguably the most pressing challenge in the world today, and it will suit you if you are mission driven and thrive in fast-paced, ever-evolving and diverse teams. You will need to be comfortable juggling different priorities and balancing multiple - and at times - competing demands and work in ways which are highly collaborative and engaging with a wide range of stakeholders at all levels and across all sectors of the economy, policy and society.

## Overview of the role



The Events Curation team works to design and curate impactful, diverse and creative events that drive action and foster meaningful dialogue on the HLC and Marrakech Partnership agenda. The successful candidate will be a key member of the team working with Climate Champions colleagues, the UNFCCC and key partners.

## **Key responsibilities include:**

- Support both the Events team and wider Climate Champions team to deliver 2022 headline moments in the run up to and including at COP27.
- Support the development and management of project plans and milestones throughout each event lifecycle.
- Responsible for event logistics such as run of show, sourcing event materials, liaison with production companies.
- Build excellent working relationships with partners, UNFCCC colleagues and the wider Climate Champions team around the world.
- Support speaker engagement including booking briefing calls, gathering speaker contact information, bios etc.
- Manage and maintain the Climate Champions events calendar, gathering inputs from the wider team.
- Act as events point person for the wider Climate Champions team including management of the events team mailbox.
- Point person for partners wishing to deliver campaign events.
- Develop and maintain diverse speakers lists to support event organisers to deliver truly diverse and inclusive events.
- Coordinate and schedule team calls and draft agendas.
- Support virtual/hybrid events where necessary.
- Manage travel arrangements for the events team.
- Some travel as required to support events on the ground.

## **About you**

- Previous events or programme management experience is essential.
- Experience of working within a global team is desirable.
- Highly organised with superb attention to detail.
- Ability to multi-task and juggle different projects, timescales and deadlines in a fast paced environment.
- Excellent verbal and written communication skills..



- A strong team player, collaborative, inclusive and committed to supporting the wider team.
- Flexible and willing to help out in times of need – including out-of-hours work.
- Comfortable working across different time zones with a wide range of cultures.
- Determination to support climate action, and a commitment to the Climate Champions core values (below)

## Core Values

- **Unite behind the science:** we commit to make the changes scientists tell us are needed.
- **Build upon the incredible work to date:** we will cross-fertilize and amplify the work of the many heroes who have already committed so much to addressing climate change.
- **Take into account different ideas and perspectives:** we're willing to be challenged and to challenge, we look for the best in people and the best, most sound and most credible ideas, wherever they come from.
- **Practice stubborn optimism:** we recognize the scale of the problem, combined with an absolute determination to build our way out.
- **Seek progress not perfection:** all of us can be criticized and many of those best able to advance this issue are currently the biggest causes of it. We can't allow cynical greenwashing, but all who are serious about tackling climate change positively will be welcomed.
- **Be humble and generous:** we keep our egos in check and work together for the good of the whole

## Code of Conduct

As a member of the Climate Champions Team you are required to adhere to the highest standards of conduct and behaviour, protecting the integrity of the mandate from Parties, the UNFCCC process, the UNFCCC institution and the COP presidency. Shortly after joining, there will be a number of mandatory induction meetings to ensure you have the information and tools needed to work to the highest standards.

## Contract information

The Climate Champions Team is a programme of work under the not for profit administrative host body Rockefeller Philanthropy Advisors (RPA). The contract for this role will be drafted within the Climate Champions Team and signed by the post holder and a senior representative of RPA.

## The Climate Champions Team



Find out [more about RPA here.](#)