

The Climate Champions Team



HR Manager

The Role at a Glance

Role description	The postholder will support the ongoing development of the Climate Champions Team and play a key role in ensuring that the team is fully resourced; that all staff are well-supported in their role and that there are strong HR practices, processes and policies in place as a key foundation for a high performing, happy and impactful team.
Contract type	Part time Independent contract or part time Pro bono secondment
Contract duration	12 months ideally, though shorter secondments can be considered
Time commitment	3 days a week
Start date	As soon as possible
Location	Flexible. We are a global team, working from home or, in some locations, hub offices.
Annual leave	In line with employer organisation
Reporting to	Lisa Larsen, Operations Director
Other	<ul style="list-style-type: none">• The candidate is expected to work from home/ or the seconding organisations' office, with occasional travel as and when requested.• In some locations, a collaborative office space may be available.• The candidate is expected to provide and maintain their own ICT and work tools.• Out of town travel and other work related expenses will be reimbursed in line with the travel and expense policy
Recruitment process	<p>Please submit a CV and cover note to operations@cliamtechampions.team.</p> <p>Please mention 'HLC HR Manager' in the subject of your email</p> <p>Applications will be assessed on a rolling basis, with virtual interviews taking place ahead of confirming the appointment.</p>

Background

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

The Climate Champions Team



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 the Climate Champions Team, we now need an HR manager. 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

As HR Manager, you will be responsible for delivering effective HR services to the organisation, as well as leading on specific areas and projects. The role will report to the Operations and Organisational Development Director.

Key responsibilities include:

Recruitment

This is a key area for the Climate Champions Team. Each year, as the Climate Champions Team evolves, there is a turn-over in the team of approximately 30-40%. While this poses a significant challenge, it is a key component of the nature of the team and the changing nature of our focus of work over time. We aim to have all main recruitment completed in Q1 each year. The post

The Climate Champions Team



holder will be required to:

- Support the creation of detailed job descriptions for all functions, in close collaboration with the management and leadership team across the Climate Champions
- Effectively manage and coordinate all steps of the process related to the recruitment of contractors and volunteers, including
 - drafting and posting job ads
 - Securing necessary approvals for new roles
 - Engaging with partners who are interested in sponsoring a role or providing pro bono support
 - Shortlisting applications and conduct screening interviews
 - Setting up interviews
 - Managing interview feedback
 - Developing offer letters and overseeing induction

HR processes and policies

The Climate Champions Team was established 20 months ago, with a complex operating model and governance structure. As we move from start up to setting up for the longer term, there is a need to review and strengthen HR processes and policies. For the HR manager, this involves:

- Working closely with the Operations Director and the Operations Manager on shaping and implementing a continuous improvement plan
- Maintain staff files, making sure that information is clearly laid out and readily accessible at any given time
- Develop and renew contracts for employees, independent contractors, secondees and sponsored roles
- Draft new, or refresh, existing policies related to a wide range of aspects including performance management, recruitment, rewards, travel, diversity etc
- Work with our administrative host body, Rockefeller Philanthropy Advisors, to ensure that the processes and policies are aligned with their requirements.

People & Team development

The Climate Champions Team is value-driven and committed to supporting the ongoing development of the team and its individual members. As an ever evolving, global team, we recognise the importance of engagement and actively seek to embrace diversity in all its forms. As the HR manager you will be asked to:

The Climate Champions Team



- Co-create our people development plan, setting out priorities for the year and the plan for how to achieve these
- Design, run and report on regular surveys, including an annual 360 degree staff feedback survey
- Engage more widely with the staff and key partners to shape the ongoing development of the Climate Champions Team
- Have regular meetings with the Operations manager and the Operations Director to set overall work plans and work together to address them
- Work in flexible ways, to support a wide range of tactical activities and strategic priorities

About you

This role will suit candidates with previous generalist HR experience, particularly those with experience of standalone roles in SME organisations. You should be proficient at prioritising and managing multiple activities, with great attention to detail and excellent communications skills.

The following requirements are essential:

- Strong track record in HR management, ideally from a project based organisation
- Demonstrable experience of effective recruitment, retention and development of staff and team
- Exceptional interpersonal skills, with a real commitment to supporting the wellbeing and the effectiveness of others and a willingness to have difficult conversation when needed
- Excellent powerpoint and excel skills, and Google suite equivalents
- Strong written and verbal communication skills in the English language
- Exceptional organisational skills with attention to detail, a sense of urgency and a drive to get stuff done
- Excellent process and project management skills, with ability to juggle multiple priorities and deadlines
- Excellent communications skills, both verbal and written
- Collaborative and collegial working style, and a strong team player, with strong interpersonal skills and diplomacy
- Ability to manage through ambiguity and change

The Climate Champions Team



- 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.