



Executive Assistant to the High Level Champion

The Role at a Glance

Role description	The Executive Assistant to the High Level Champion(HLC) provides overall ownership and effective management of the HLC's diary and thus facilitates delivery of the HLC's objectives. Responsibilities will include HLC's engagements management, commissioning briefings and managing logistics.
Contract type	Independent Contract
Contract duration	Upto 31 Dec 2022
Remuneration level	For independent contractors, in line with market rates, and commensurate with experience and location. Remuneration is inclusive of annual leave.
Start date	As soon as possible and no later than 1 May 2022
Location	Flexible. We are a global team, so the role may, require some travel
Annual leave	For contractors, 5 weeks unpaid leave.
Reporting to	Annabel Mahgerefteh, Private Secretary to High Level Champion
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 your CV and brief cover letter (no more than one A4 page) to opportunities@climatechampions.team</p> <p>Please mention 'EA to the HLC' in the subject of your email.</p> <p>Applications will be assessed on a rolling basis starting 21 April 2022, with virtual interviews taking place soon after.</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 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 Resilience](#), [Race to Zero](#) and [Glasgow Finance Alliance for Net Zero \(GFANZ\)](#), as well as sector-focused systems transformation using the [Climate Action Pathways](#) and [2030 Breakthroughs](#). 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.

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To help us deliver on our plan for COP27 and beyond, we now need an Executive Assistant. 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 HLC's Private Office works to ensure the HLC is supported for all day-to-day activities, his time is used strategically and he is well-positioned to meet the Climate Champions Team's strategic objectives.

The successful candidate will work with sector leads across the team, the Senior Leadership Team and regularly communicate with external stakeholders on behalf of the High Level Champion's office, including high profile stakeholders such as Ministers, CEOs and thought leaders in the international climate community.

Key responsibilities include:

1. Overall ownership and management of the HLC's diary, ensuring the diary runs seamlessly with minimal disruption.
2. Act as the first point of contact on the HLC's behalf for all engagement requests, such as meetings and events. Apply your judgement and the expertise of the team to accept and decline engagement requests to ensure HLC's time is being used to maximum effect.
3. Support the Private Secretaries in the HLC's meeting management, helping to prepare papers and briefings.
4. Help plan the HLC's national and international missions, which include managing logistics, arranging travel and accommodation and sorting COVID exemptions & requirements while travelling.
5. Provide administrative and project support to Private Secretaries where necessary.
6. Potential for supporting a sub-workstream area in the Climate Champions team, as per time management, personal interest and team needs.

About you

The successful candidate will have a proactive and collaborative individual with, strong time management skills and the ability to manage multiple responsibilities at pace. They will be able to work with colleagues from across the team and apply sound judgement to ensure the HLC's time is used effectively and suited to his needs.

The following requirements are essential:

- A proactive, collaborative attitude and strong team player, with strong interpersonal skills and diplomacy.



- The ability to work at pace, dealing regularly with time sensitive requests.
- Excellent process and project management skills, with ability to juggle multiple priorities and deadlines.
- Good communications skills, particularly for written correspondence.
- Collaborative and collegial working style, and a strong team player, with strong interpersonal skills and diplomacy.
- Ability to manage through ambiguity and change
- 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 criticised 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

The Climate Champions Team



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.

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