

Sharm El Sheikh Adaptation Agenda Lead

The Role at a Glance

The Role	<p>The successful post holder will play a pivotal role in leading on the implementation of the Sharm El Sheikh Adaptation Agenda (SAA). Highly organised, excellent communicator and with a flair for engagement, you will oversee and help convene a wide range of global stakeholders to deliver on the agenda, identifying in the process the evidence of progress of critical global solutions to enhance resilience and adaptation. You will also coordinate the analytical resources needed and be responsible for drafting the first annual report on SAA progress.</p> <p>This role will suit you if you are comfortable with shaping new programmes of work, motivated for driving systems change and able to deliver in high pressure contexts.</p>
Contract type	Independent contractor or pro bono secondment
Contract duration	12 months with option of extension
Remuneration level	Remuneration will be in line with market rates, and commensurate with experience and location. Remuneration is inclusive of annual leave.
Start date	As soon as possible
Location	Flexible. We are a global team, so the role may require some travel
Annual leave	6 weeks unpaid leave
Reporting to	Resilience Lead
Other	<ul style="list-style-type: none"> • The candidate is expected to work from home, with occasional travel as and when requested. • In some few 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>Mention 'Sharm Adaptation Agenda Lead' in the subject of your email. In your covering letter please state when you can start the position.</p> <p>The deadline for application is 15th February 2023 (23.59 hrs. Central European Time) with virtual interviews taking place week commencing 20th February 2023.</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 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 [Sharm El Sheikh Adaptation Agenda \(SAA\)](#) launched at COP 27 by the COP Presidency in collaboration of the HLCs, . 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.

Overview of the role

As the Sharm El Sheikh Adaptation Agenda Lead, you will have the primary responsibility for coordinating the implementation of the Sharm El Sheikh Adaptation Agenda which is one of the key resilience objectives and strategies of the High Level Climate Champions, working closely with the Resilience Lead.

Key Responsibilities include:

1. Planning and Process Management

- a. Design the SAA implementation workplan, including the objectives and key results. prioritizing the most relevant solutions for the year and identify risks to the plan and propose solutions to manage these.
- b. Manage the implementation of the plan convening stakeholders including planning and setting deadlines, prioritising tasks, assigning team members to various deliverables aligned with the overall SAA implementation. Tracking the progress of activities and ensuring the delivery of the SAA Report by COP 28 and any additional technical report is completed on time, with quality and as per the agreed schedule.

- c. Be the first point of contact for the Sharm El Sheikh Adaptation Agenda. Be responsible for completing SAA materials for the monthly reports to the Champions, content for the annual progress report, event presentations, speaking notes and other tasks as requested by the Champions Project Management Office (PMO) and the Resilience Lead.
- d. Design jointly with the communications team the communication key messages of the SAA.
- e. Work closely with the rest of the resilience team, making sure the Race to Resilience campaign and the Sharm El Sheikh Adaptation Agenda are well coordinated. Work closely with other CCT teams like Systems, Policy, Stakeholders and Regions for effective SAA implementation.

2. Convening of Key Stakeholders

- a. Coordinate workshops and convening methods needed to ensure partners across the Climate Champions Team are involved (Resilience, System (Nature), Finance, etc) in the implementation of the SAA.
- b. When needed play a more leading role by convening key stakeholders, facilitate dialogue and identify thematic agendas and opportunities to accelerate action as part of the SAA.
- c. Explore engagement with governments and support the development of the governance framework of the SAA.

3. Reporting:

- a. Gather information on progress evidence and analyse to secure consistency
- b. Identify case studies of adaptation evidence (reporting and tracking) from our Race to Resilience partners and identify signalling of change from other stakeholders and incorporate them into the report.
- c. Draft content, compile information and edit materials necessary to complete the SAA reports, including the preparation of speeches, events and Op-Eds in the website.
- d. Work closely with the rest of the resilience team, making sure the partners of Race to Resilience campaign are closely engaged, playing leading roles and reflected in the different projects and engagements the resilience team members might be working on.
- e. Promote cooperation and coordination between the Sharm El Sheikh Adaptation Agenda and the wider Climate Champions Team, with a special focus on alignment of the convening and information gathering with the Finance, Systems

and the Policy Team, making sure Race to Resilience Partners are considered in different workshops and working groups.

- f. Coordinate with the tracking team to showcase implementation evidence.

About You

The successful candidate will have significant 10 years of experience in program management roles. Have experience in working on program design and implementation engaging multiple stakeholders. Have experience coordinating agenda implementation and tracking progress, preferable related to adaptation and resilience. You will be a highly motivated self-starter, willing to work across different time zones and cultures in a high-profile, fast-paced environment. You will 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. The Sharm El Sheikh Adaptation Agenda Lead will work closely with the Resilience Lead on the strategic implementation and progress tracking of the SAA, including the engagement of the Race to Resilience partners, members of the Marrakech Partnership and other global stakeholders needed to catalyse action and finance for adaptation.

The following requirements are essential:

- Excellent team, process and project management skills, with ability to juggle multiple priorities and deadlines, change, and bring out the best in a diverse team across a broad range of global geographies and time zones
- Excellent communication skills with clear and constructive approaches and ability to engage with empathy.
- Excellent writing skills in English with a proven track record in report writing.
- Experience working and managing processes, especially managing global climate agenda implementation, preferable working in developing countries.
- Understanding of impacts of climate change on different countries and on the most vulnerable people especially those living in least developed countries and small island developing states. Familiarity with issues on impacts of climate change across a wide range of thematic areas in the private, public and civil society sectors. Knowledge of the politics of resilience and adaptation in climate negotiations will be an added advantage.
- Experience with stakeholder engagement with a range of different organisations working on climate change and demonstrated ability to build effective partnerships.
- Excellent English language skills. Working knowledge of other languages would be an asset.

- Collaborative and collegial working style and a strong team player.
- 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 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.