



## Race to Zero EPRG Secretariat Manager

### The Role at a Glance

<b>Role description</b>	We are looking for a dynamic and experienced manager to lead the secretariat of a group of approx 20 experts that provides scientific advice and technical expertise to the world's largest alliance of non-state actors committed to halving global emissions by 2030. You will play a transformational role in climate action, contributing to the defining criteria of Net Zero for cities, business, regions and investors and supporting the major global initiatives under the campaign.
<b>Contract type</b>	Independent contractor
<b>Contract duration</b>	2 years with potential of extension
<b>Remuneration level</b>	Competitive salary (based on location)
<b>Start date</b>	As soon as possible
<b>Location</b>	Flexible
<b>Annual leave</b>	6 weeks unpaid leave
<b>Reporting to</b>	Campaigns Lead
<b>Other</b>	<ul style="list-style-type: none"> <li>• The candidate is expected to work mostly from home, 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 to <a href="mailto:opportunities@climatechampions.team">opportunities@climatechampions.team</a> (no more than one A4 page)</p> <p>Please state your availability to start working with us full-time as part of your application.</p> <p>Applications will be assessed on a rolling basis, with virtual interviews taking place via Zoom or Google meet beginning of February.</p>

### Background

# The Climate Champions Team



The Climate Champions Team provides support to the UN Climate Change High-Level 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](#) and [Race to Zero](#), as well as sector-focused systems transformation using the [Climate Action Pathways](#) and [2030 Breakthroughs](#) and the [Sharm El Sheik Adaptation Agenda](#). 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.

Race to Zero is a UN-backed global campaign rallying 11,000+ non-state actors (businesses, cities and regions, financial and educational institutions) to take rigorous and immediate action to halve global emissions and deliver a healthier, fairer, zero carbon world. Race to Zero Partners are the pillars under the campaign – the funnels through which individual members can join the Race. They provide support and guidance to members for how to commit to the Race to Zero criteria.

The High-Level Climate Champions established an [Expert Peer Review Group](#) (EPRG) tasked with reviewing Race to Zero partner applications and providing independent recommendations to the Champions on whether initiatives meet minimum criteria for participation. The EPRG considers applications from networks and initiatives on a rolling basis. It comprises scientific and technical experts and practitioners with relevant experience, including representatives from Race to Zero Partners. EPRG members serve in their individual capacity, not as representatives of their organizations, and are not compensated or remunerated for their time.

## Overview of the role

The EPRG Secretariat's aims are to:

- Uphold the independence of the Expert Peer Review Group, to improve the accountability of the Race to Zero campaign;
- Provide assistance and recommendations to the Expert Peer Review Group under the leadership of its chairs, who provides recommendations to the Climate Champions;
- Ensure deep analysis of every Partner application for the campaign, and provide support to the Annual Review Process;



- Support the EPRG research agenda by Coordinating deep-dive topics for the EPRG members and other relevant stakeholders pushing forward the frontiers of best practice in critical areas.

## **Key responsibilities include:**

### *Internal engagement with EPRG*

- Liaising weekly with the Expert Peer Review Group Chairs, with follow-up on action points from those meetings;
- Setting up monthly meetings with the Expert Peer Review Group, with follow-up on action points from those meetings;
- Monitoring incoming Partner applications and tracking existing applications.

### *External engagement for EPRG*

- Managing incoming and annual Partner applications, sifting through these and presenting key issues for the EPRG to discuss and advise on;
- Monitoring the 2023 annual review process of Partners;
- Supporting the EPRG's Research Agenda, for 2023 on Fair Share & Equity and Service Providers;
- Providing opportunities for EPRG external engagement on the Race to Zero.

## **About you**

The successful candidate will have an eye for detail and will be extremely organised. They will be interested in building the ecosystem of international climate governance, and liaising with experts across the climate field. They will have the ability to maintain strong internal organizational processes, while also looking for external opportunities for the EPRG to engage in.

The successful candidates will ideally have:

- A policy/ legal/ sustainability background of around 2-5 years;
- A baseline understanding of net zero and Race to Zero's criteria;
- Interest working in the area of net zero voluntary commitments and non-state actor climate action;
- Strong analytical skills and attention to detail; and
- Good interpersonal skills for engagement at meetings with experts across the climate sector;



## 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.
- **Practise 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.

RPA helps social programmes achieve their vision of creating thoughtful, effective philanthropy, providing hosting arrangements and tailored services to serve as an organisational 'home' for new initiatives. Find out [more about RPA here](#).