



EVENTS CURATION LEAD

The Role at a Glance

The Role	The Events Curation Lead will work closely with the Strategic Communications (StratComms) team to deliver strategic events that drive the Non-State Actor (NSA) climate agenda. This role will involve working with a wide variety of stakeholders including the Climate Champions Team (CCT), UNFCCC, Marrakech Partnership as well as other NSAs, to curate and deliver virtual and physical global events, focused on the High-Level Champions priorities and key deliverables.
Contract type	Independent contractor
Contract duration/commitment	12 months, with high likelihood of extension
Remuneration level	In line with market rates, and commensurate with experience and location. Remuneration is inclusive of annual leave.
Start date	1 March 2023 or as soon as possible thereafter
Location	Flexible. We are a global team, so the role may require some travel
Annual leave	Five weeks unpaid leave.
Reporting to	Communications Director
Other	<ul style="list-style-type: none"> • The candidate is expected to work from home, 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 to opportunities@climatechampions.team (no more than one A4 page)</p> <p>Applications will be assessed on a rolling basis, with virtual interviews taking place starting 15 February 2023</p>

The Climate Champions Team



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.

Overview of the role

The role of the Events Curation Lead is to support wider Climate Champions Team objectives and deliverables by curating and delivering inclusive and engaging events at key moments throughout the year such as Regional Climate Weeks, Bonn Intersessional and COP28. Working closely with the StratComms and Sector teams on their specific content requirements, the role would include design, curation, project management, speaker management, logistics and in some cases on the ground delivery of a variety of workshops and events. The Events Curation Team strives to create ambitious events by drawing on a diversity of contributors and a wide range of formats and creative elements, to deliver impactful, meaningful moments which drive Non-State Actor climate action and radical collaboration. This role includes working with colleagues and partners across different regions and timezones with some international travel.

Key responsibilities include:

1. Working closely with the StratComms and Project Management Office (PMO) on event prioritisation, identifying key strategic moments for 'high priority' event delivery

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throughout the calendar year, focused on the High-Level Champions key priorities and deliverables

2. Working in collaboration with a Strategic Event Lead (content/regional expert), as well as supporting the wider CCT with an agreed programme of events and on occasion, ad hoc moments. Interventions range from project management, logistics and speaker management, through to full design, curation and delivery.
3. Strategic project management of the wider CCT's COP28 events programme. Providing advice on content and formats, logistical support for stakeholder events such as Marrakech Partnership Action events, through to full design, curation, logistics and delivery of CCT led events, such as Futures Labs
4. Preparation and maintenance of event materials, templates, toolkits, guidance packs and speaker lists

About You

The successful candidate will have significant experience, ideally + 5 years, in programme management, project management, events curation, events management, corporate exhibitions and conferences. They will need to be an entrepreneurial, self-starter who thrives in a fast paced environment. The candidate will have a passion for climate and sustainability and be comfortable working across regions and time zones with a global team. 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.

The following requirements are essential:

- Exceptional project management and organisational skills, with ability to juggle multiple priorities and deadlines and deliver a high number of complex and high profile global events.
- Organised, with strong attention to detail
- A self-starter who can prioritise tasks and workload
- Experience working in events, programmes, exhibitions and/or conferences
- Knowledge of climate mitigation and resilience and of the UNFCCC COP process is desirable but not essential
- Flexibility in order to support a diverse team across a broad range of global geographies and time zones

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- Proven track record of engaging effectively with a wide variety of different stakeholders
- Committed to creating inclusive, engaging and impactful events and sees the power of convening as a key lever in driving climate action
- Excellent communications skills, both verbal and written
- Collaborative and collegial working style, and a strong team player
- Ability to manage ambiguity and change
- Someone based in, or with experience of the UAE/West Asia region is preferred but not essential
- 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.
- **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



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](#).