



# EVENTS MANAGER

## The Role at a Glance

<b>The Role</b>	The Events Manager will work closely with the Events Lead and 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, COP Presidency, as well as other NSAs, to curate and deliver virtual and physical global events, focused on the High-Level Champions priorities and key deliverables.
<b>Contract type</b>	Independent contractor
<b>Contract duration/commitment</b>	12 months, with high likelihood of extension
<b>Remuneration level</b>	In line with market rates, and commensurate with experience and location. Remuneration is inclusive of annual leave.
<b>Experience</b>	5+ years in events management
<b>Start date</b>	1 April 2024 or as soon as possible thereafter
<b>Location</b>	Flexible. We are a global team, so the role may require some travel
<b>Annual leave</b>	Five weeks unpaid leave
<b>Reporting to</b>	Events Lead
<b>Other</b>	<ul style="list-style-type: none"> <li>• The candidate is expected to work 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 (no more than one A4 page) via <a href="#">this form</a>.</p> <p><b>Applications will be assessed on a rolling basis, with virtual interviews taking place during March 2024.</b></p>



## **Background**

The Climate Champions Team provides support to the UN Climate Change 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, the team works to 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](#), [Sharm Adaptation Agenda](#), as well as sector-focused systems transformation using the [Climate Action Pathways](#), [2030 Breakthroughs](#), and [2030 Climate Solutions](#).

## **Overview of the role**

The role of the Events Manager 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 COP29. 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. The Events Team and wider StratComms team, strives to create inclusive and impactful events which showcase Non-State Actor climate action to enhance the ambition loop. This role includes working with colleagues and partners across different regions and timezones, with some international travel.

## **Key responsibilities include:**

### **1. Strategic planning**

- a. Working closely with the Events Lead, StratComms and Project Management Office (PMO) on event prioritisation and identifying key strategic moments for 'high priority' event delivery throughout the calendar year, focused on the High-Level Champions key priorities and deliverables

### **2. Event delivery**

- a. Working in collaboration with Senior Leadership Sponsors and Trip Leads (content/regional experts) on regional event programming
- b. Supporting the wider Climate Champions Team with an agreed programme of events and on occasion, ad hoc moments



- c. Interventions range from project management, event logistics, speaker management, through to full event design and delivery (virtual and on the ground)

### **3. Management of Event planning processes, Materials & Training**

- a. Preparation and maintenance of event materials, templates, toolkits, guidance packs and speaker lists
- b. Training Climate Champions Team colleagues in event management best practice

### **4. Event Planning & Delivery at COP**

- a. Strategic project management of the Climate Champion Team's COP events programme
- b. Support the Climate Champions Team, and Partners, on COP event planning and delivery; such as:
  - i. providing advice on content and formats and logistical support for stakeholder events (such as Marrakech Partnership Action events)
  - ii. design and delivery of strategic Climate Champions Team led events, such as High Level Champion flagship events

## **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. They 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, adaptation 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
- Proven track record of engaging effectively with a wide variety of different stakeholders
- Committed to creating inclusive, engaging and impactful events
- Excellent communications skills, both verbal and written



- Collaborative and collegial working style, and a strong team player
- Ability to manage ambiguity and change
- Commitment to the [Climate Champions core values](#)

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