Job description and person specification

Title: Advocacy Communications Coordinator and Assistant Researcher

Reporting to: Senior Programme Lead, Advocacy Communications

Salary: £24,000 - £26,000 (plus 3.5% pension contribution, if eligible)

Type of Employment: Fixed-term, 12 months but may be extended

Hours: Full time (or near full time subject to negotiation)

Annual leave: 25 days plus bank holidays

Location: Oxford preferred, however, remote working may be available based on the circumstances of the successful candidate.

Climate Outreach is an ambitious and rapidly growing non-profit organisation that has built an international reputation for its pioneering and creative approach to one of the greatest challenges of our time: how to truly engage different communities across society with climate change.

As a leading European specialist in climate engagement we base our work on social research and partner with a wide variety of organisations, ranging from the IPCC (Intergovernmental Panel on Climate Change) to the World Bank to Climate Action Network (CAN) International. We are committed to building bridges across sectors.

The main focus of this role will be to work with a network of European NGOs on a project raising awareness of climate change with youth audiences, in the context of the interrelated issues of development and gender. The postholder will coordinate and help deliver a research project exploring messaging about climate change that resonates with young people across Europe.

The job will be based in our Advocacy Communications programme, which focuses on working with climate campaigners around the world and providing them with new knowledge and skills in building a social mandate for climate action.

Recent Advocacy Communication projects include our #TalkingClimate handbook and a report exploring communicating climate change during the Covid-19 crisis. In addition to
the main research project, the postholder will also be involved in coordinating and participating in the wider activities of the Programme.

The role is part of a wider project funded by the European Commission’s Development Education and Awareness Raising (DEAR) programme. We are bringing someone in for one year, but with a significant chance of extension as the consortium’s work with youth audiences across Europe continues for four years.

Who we’re looking for and what we offer in return

Climate Outreach works across different sectors, finding ways to help people understand each other’s language and collaborate effectively. In this case, we are looking for someone who is motivated and inspired by working with climate change campaigners, and who also understands - and is prepared to advocate for - principles of good social research. It is particularly likely to be relevant to someone with an interest in working with youth audiences, as well as gender and development issues.

The postholder can expect significant support and training from Climate Outreach’s expert staff, both in research skills and in project management. The job could be an excellent career start for a bright and ambitious newcomer, or a place for someone more experienced to expand their skills.

Diversity, equity and inclusion

Climate Outreach is committed to providing equal employment opportunity in all of its employment programs and decisions. We recognise that a diverse and inclusive movement is critical to solving climate change, and that we must ensure that those directly impacted – particularly those who have been excluded in the past – are at the centre of the movement for change. We do our best to make staff positions accessible to all potential team members, regardless of race, colour, national origin, ethnicity, age, disability, assigned gender, gender expression or identity, sexual orientation or identity, religion or creed, veteran status, and marital or parental status. We strive to recruit team members from communities most impacted by climate change or impacted by other kinds of environmental, social, and economic injustice. We therefore strongly encourage applications from people of colour, women, LGBTQ people and members of marginalised communities.

Key Responsibilities:

- Liaise with and support a cross European network of 19 other NGOs across 14 countries in the delivery of a major audience research project;
- Maintain and monitor project plans, project schedules, work hours, budgets and resources and ensure project deadlines are met;
- Plan and facilitate meetings on behalf of the project and distribute minutes to all project team members;
- Ensure the delivery of a major research project, including supporting civil society partners across Europe delivering values-based focus groups (narrative workshops) with youth audiences;
- Organise training workshops, narrative workshops and speaking events as part of the research process;
- Under supervision and with support, undertake literature reviews, synthesise the results from the research and contribute to writing publishable materials as needed;
• Work with the communications team to ensure quality assurance of all outputs including proofreading, editing and liaising with our graphic designer;
• Ensure accurate and up to date records are kept using the internal systems including liaison with the Finance Manager, so that the organisation can effectively report back to the European Commission on project spending;
• Provide further coordination support to the Advocacy Communications programme as needed.

The post holder may be asked to undertake any other reasonable duties related to the position as necessary. This may include infrequent evening or weekend work to support the organisation’s events or other activities. The candidate will be expected to travel to Europe regularly as part of this project.

The post-holder must also have the right to work in the UK.

**Person Specification**

**Essential**

• Excellent at time and task management.
• Verbal, written and presentation skills.
• Experience in coordinating projects with multiple partners or stakeholders.
• Experience of organising multiple events, including for example booking venues and arranging travel and logistics.
• Interpersonal skills, the ability to work cooperatively and within small teams and a willingness to work with people from different cultures and backgrounds in pursuit of a common goal.
• Experience of social science research, carrying out desk based reviews of reports and publications and synthesising key conclusions.
• An understanding of, or willingness to learn about qualitative and quantitative social science research - for example how to analyse focus group transcripts so that the key themes are identified and summarised.
• Enthusiasm for working with civil society organisations.
• Interest in working with youth audiences.
• A passion for climate change engagement, and an interest in learning Climate Outreach’s key principles and in advocating for them to others.
• Good computer skills and familiarity with programmes in G Suite.
• Knowledge in file management, transcription, and other administrative procedures.
• Ability to work to tight deadlines.

**Desirable**

• A relevant undergraduate or postgraduate degree.
• Experience of delivering qualitative and quantitative social research.
• Experience of working in an advocacy oriented environment, with climate change campaigners or in a civil society organisation.
• Experience of working with youth audiences, and/or on gender or development issues.
• Experience in using project management tools and software.
• Experience of organising training workshops, focus groups and/or speaking events.
• Experience designing and delivering public presentations and/or training.
• Ability to speak another European language.
- Multimedia skills, including mainstream media, social media, video.
- An interest in developing skills in delivering training to groups of people.

Location
We prefer candidates who can work regularly in our central Oxford office, but we can negotiate location for exceptional candidates. We are only able to employ staff members who have the right to work and live in the UK for the entire duration of the post.

Application and interviews
Interviews will take place on 15th and 16th September 2020.

If you are invited to interview for the position, do let us know if you would like any carer’s costs that you incurred due to attending this interview to be reimbursed. Interviews will be carried out remotely during Covid-19 restrictions. The Climate Outreach office is wheelchair accessible. Please contact Frances at recruitment@climatoutreach.org to discuss anything you might need to access and take part in the interview process, or have other questions about the application process.