



## Australia Support ToR

### Purpose

Climate Outreach is seeking an enthusiastic, organised individual to provide administrative support for an exciting project in Australia that is driving public engagement on climate change. Although the project is based in Australia, this role could be performed as a remote role from other countries.

Key to success in this role will be the ability to hit the ground running, taking on administrative tasks to facilitate this project moving forward.

### Scope of work

This role will include a range of project-related administrative tasks, including:

- compiling contracts and Terms of Reference documents
- setting up meeting agendas and taking minutes/notes
- sending reminder emails
- researching and booking travel tickets/hotel
- scheduling tasks/meetings, etc.
- generating financial and activity reports
- processing bills and generating invoices
- occasionally liaising with Australia partners, led by CO staff

### Ways of working

The person in this role will report directly to one of Climate Outreach's Project Managers (based in the UK) to ensure that the project's logistical, financial and administrative needs are met.

This is a remote role, so a computer and a reliable internet connection is required. You would be provided with a Climate Outreach google account.

You will need to have some availability to meet during Climate Outreach's core hours of 10am-4pm UK time.

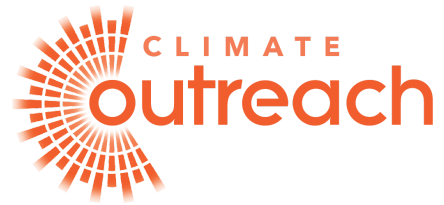
### Timeframe

This is a temporary contract for 2 days per week with an initial term of 3 months, with the possibility of renewal on a month-by-month basis.

We are looking to fill this position as soon as possible.

### Fee

The salary for this role would be the equivalent of circa GBP27,500 pro rata



## Next steps

Please email an expression of interest to [recruitment@climateoutreach.org](mailto:recruitment@climateoutreach.org) with your CV.