

Climate Outreach is Europe's leading climate communication expert

Project Coordinator - Job Description and Applicant Specification

Title: Project Coordinator

Salary: £24,033 p.a. (plus 3.5% pension contribution after 6 months)

Hours: Full time role (35 hours per week)

Location: Oxford

We are looking for an organised and self-motivated individual who is passionate about building public engagement with climate change.

We're recruiting for a new full-time Project Coordinator position within Climate Outreach, based in our Oxford Office. You'll play a crucial part in enabling our growing and dynamic team to maintain and advance our cutting-edge work connecting climate change communication research with practice.

Providing a mixture of logistical coordination and administrative support, the role offers a unique opportunity to apply strong administrative and organisational skills to a stimulating and varied package of projects as part of a vibrant and expanding organisation.

Background

Climate Outreach is an Oxford-based 'think-and-do' tank, and Europe's leading specialists in climate change communication. Our aim is to create a society where climate change and its human impacts are understood, accepted and acted upon in a manner that creates a truly sustainable future.

We have over 10 years of experience widening and broadening public engagement with climate change, and our reputation is built on our careful and consistent use of academic research in our projects and publications. Through collaborations with some of the UK's leading universities, consultancy and commissioned work from the

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public and voluntary sectors, we have developed a diverse and growing portfolio of research projects.

Responsibilities:

Working closely with the Research Team (Dr Adam Corner & Dr Chris Shaw) to support the delivery of our current research portfolio, and the Operations Manager (Dr Angie Julian) to coordinate a range of Climate Outreach support activities, the responsibilities for this full-time role will include:

Research Coordination (approximately 3 days a week)

- Coordinating and administering research projects and any connected outputs to ensure that deadlines are met and project aims successfully achieved.
- Creating and maintaining project plans and timelines for the Research Team and Operations Manager
- Coordinating research reports to ensure that deadlines are strictly adhered to, including proof-reading and liaising with external organisations (e.g., recruiters, funders, designer)
- Managing the recruitment of participants for public discussion groups, and liaising with external organisations (e.g. venues/caterers) relating to the logistics of organising public discussion groups
- Co-ordinating the travel and logistics of project partners and external stakeholders working with us on research projects (e.g. hotel bookings, preparation of documentation)
- Processing audio recordings from public discussion groups and meetings, and preparing minutes and transcripts where required.
- Promoting our Climate Outreach work through appropriate channels (e.g. responding to email requests for information; using social media)
- Helping to administer and coordinate new research funding opportunities.

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- Adding new publications to our research database

General Coordination (approximately 2 days a week)

- Organising staff and trustee meetings including being responsible for logistics and minutes.
- Providing general logistical and administrative support to cross-organisational events
- Ensuring relevant cross-organisational information is recorded and kept up to date on our central database
- Providing general support and contributing to office systems and keeping them updated
- Co-ordinating the travel and logistics of the central team

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Person Specification

Essential criteria


- Professional qualification in a relevant organisational management area (level 4 or above) **or** an undergraduate degree in a relevant research-based discipline
- At least two years of administrative experience in a busy office environment
- Experience of working in a small team
- Experience of taking a central role in project management
- Great organisational skills and a proven ability to adhere to clear deadlines
- Proven competency in administration and coordination, and an aptitude for being proactive and thinking ahead
- Ability to collate and present information clearly to others
- Methodical with close attention to detail with ability to proofread
- Ability to use standard IT packages (e.g. Microsoft/Google Drive) including a contacts database, with willingness to learn and use internal Climate Outreach IT systems including our organisation's database
- High level verbal and written skills
- Good mathematical skills with a proven competence of working with budgets
- A willingness and ability to work independently when required, and to work co-operatively as part of a team
- Interest in building public engagement with climate change

Desirable criteria

- Experience of support processes relevant to the role (e.g. minute-taking and transcription, record updating, recruiting participants for research, preparing presentations)



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- Social media skills (experience with Twitter, Facebook etc)
- Experience of using software for managing the content of website (e.g. Wordpress)
- Experience of supporting the writing of fundraising applications
- Desire to learn more about the importance of climate change communication