Secretariat Coordinator, World Economic Forum Climate Governance Initiative

This is an exciting opportunity for an experienced project facilitator or manager to join the Hughes Hall team in this newly created role at the Centre for Climate Change Engagement.

<table>
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<tr>
<th><strong>Job Title</strong></th>
<th>Secretariat Coordinator, World Economic Forum Climate Governance Initiative</th>
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<tr>
<td><strong>Location</strong></td>
<td>Hughes Hall, Cambridge CB1 2EW</td>
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<td><strong>Reporting to</strong></td>
<td>Director, Centre for Climate Change Engagement</td>
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<td><strong>Contract Type</strong></td>
<td>Fixed term (2 years), part time</td>
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<td><strong>Probation Period</strong></td>
<td>Six months</td>
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<td><strong>Salary Range</strong></td>
<td>Up to £40,322 pro rata, depending on experience</td>
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<td><strong>Hours of Work / Working Pattern</strong></td>
<td>Part time (0.6 full time equivalent based on 37.5 hours per week). Monday to Friday in a pattern to be agreed between the College and the successful applicant. The role holder will carry out a significant part of the role remotely.</td>
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<td><strong>Annual Leave</strong></td>
<td>Annual paid leave of 25 days plus public holidays. Pro rata for part time members of staff.</td>
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<td><strong>Pension Eligibility</strong></td>
<td>The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt out at any time.</td>
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Hughes Hall

Hughes Hall is one of the 31 Colleges of the 800-year-old University of Cambridge, and one of just four of these Colleges dedicated to undergraduates aged 21 and over and postgraduates. A mission of the College is to use academic learning to bring about real change and growth in the world.

Hughes Hall Centre for Climate Change Engagement

The Centre for Climate Change Engagement was established in 2019 to rectify the lack of engagement in climate change mitigation. The Centre seeks to both engage with corporate and financial sectors at the highest level as well as encourage scholarship in legal, regulatory, financial and other levers to enable to scaling-up of action across the corporate sector.
A major part of the Centre’s work has been to act as the catalyst and key sponsor for the development of a network of non-executive directors of UK listed businesses, as part of the World Economic Forum Climate Governance Initiative. This network, Chapter Zero, is for chairs, committee chairs and non-executive directors who are interested in accessing high quality research and practical tools on climate change, as well as sharing the best practice Board-level response.

**The World Economic Forum Climate Governance Initiative Community**

The World Economic Forum (WEF) is the International Organization for Public-Private Cooperation. In response to climate change and the challenge that brings to business, the WEF established the Climate Governance Initiative (CGI) and a set of guidance principles to help boards and senior management consider the quality of climate governance at the organisations they oversee and identify aspects in need of development.

Since the launch of these principles in 2019, various non-executive directors have set up national board networks, or chapters, to encourage their implementation.

Hosted by Hughes Hall, Chapter Zero, a network with over 800 members, is the UK chapter of WEF’s Climate Governance Initiative and actively works, with regular workshops, events and guidance tools, to support non-executive directors in putting these principles into practice.

The Hughes Hall Centre has agreed to take on the Secretariat for the global WEF network of Chapters, which will include Chapter Zero in the UK. There are currently 12 additional chapters around the world. Through this secretariat the Hughes hall Centre will play a significant role in both maximising the impact and collaboration of the existing chapters and accelerating the development of new ones.

**Job Purpose**

Under the direction of the Director of the Centre for Climate Change Engagement and in collaboration with the WEF, to manage and drive the Climate Governance Initiative Community and the network of CGI Chapters. The Secretariat Officer will co-ordinate the links between existing CGI chapters and with WEF; support the development of new Chapters; and encourage exchange as well as knowledge-building, principally through the WEF ‘TopLink’ member platform. Concurrently, the Secretariat Officer will work to identify and engage further relevant project partners and think tanks in the work of the Climate Governance Initiative.

**Main Duties**

Manage and drive the Climate Governance Initiative Community and the network of CGI Chapters on TopLink, in collaboration with the Forum. To act as custodian of the Charter and manage background information required to support the establishment of new Chapters.

Support the development of each CGI Chapter and encourage exchange and knowledge-building. Act as a central point of contact for new Chapters requesting introductions to existing ones; provide supporting documentation where requested; facilitate the sharing of
knowledge and access to TopLink, and consolidate necessary information for each chapter, such as its legal structure, details of the host organisation, official partners and major funders.

Regularly engage and convene the local Chairs and nominated points of contact of CGI Chapters for the governance of the Climate Governance Initiative. This involves setting up monthly Zoom calls for established Chapters and will require the establishment of an up-to-date database of the key contacts at the Chapters.

Enable and encourage fruitful exchanges between the CGI Chapters and CGI Community Members through TopLink and other appropriate interactions. Toplink will act as the main repository of information for Community Member engagement. The WEF Secretariat Manager will be required to upload resources collected by the various Chapters to Toplink; promote international webinars; manage the nominated individuals with access to TopLink from each established Chapter and invite members to other social media platforms like LinkedIn.

Identify and engage, in collaboration with the WEF, further relevant project partners and think tanks in the Climate Governance Initiative.

Co-organize with the support of the CGI Chapters and the WEF an annual meeting of the Climate Governance Initiative Community.

Organize regular communications to the Climate Governance Initiative Community in collaboration with the Forum and CGI Chapters. For example, prepare consolidated statistics such as membership numbers, company pledges, and highlights for the annual meeting (and perhaps quarterly).

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the Centre for Climate Change Engagement.

**Person specification**

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Education and Experience</strong></td>
<td><strong>Skills and Abilities</strong></td>
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<tr>
<td>Bachelor’s degree (or equivalent) in International Relations, Business Administration or similar.</td>
<td>Minimum of two year’s relevant professional experience with a focus on operations management, project management, event management and</td>
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<tr>
<td><strong>Skills and Abilities</strong></td>
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<td>Ability to work independently with keen self-motivation, organisation and efficiency as much of this role will be undertaken</td>
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Ability to work well within a team, to be flexible and committed to the collective output of the project, and to be able to manage oneself independently in a high-pressure environment.

Relationship-building skills to facilitate solid working relationships with colleagues, WEF representatives, academics and other relevant stakeholders.

Superior project management and time management skills.

Strong writing and communication skills. Open to creative approaches to problem-solving. Ability to synthesize large volumes of data.

Good understanding or interest in the international climate change agenda and sustainable development.

Experience in client or membership management.

Editing or publications experience.

All staff at Hughes Hall are expected to engage in continuing professional development, to comply with the data protection legislation and to comply with College’s Staff Handbook, Health & Safety Policy and all relevant procedures.

**Screening Check Requirements**
We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

**Application Process**
To submit an application for this vacancy, please complete the job application form and include a covering letter outlining your reasons for applying for the role. Please also complete the College’s Equality and Diversity Form. These should be emailed to hr@hughes.cam.ac.uk. The closing date for applications is **6 July at midday**. Interviews will be held remotely from 13 July.

Any information given will be processed for employment selection and statistical purposes. You will find all of the relevant Data protection Statements on our website at [https://www.hughes.cam.ac.uk/about-us/foi-publications/](https://www.hughes.cam.ac.uk/about-us/foi-publications/) and also on page 7 of the application form.

For an informal discussion about the post, please contact PA Academic, Centre for Climate Change Engagement on rl639@hughes.cam.ac.uk. If you have any questions about the application process, please contact the HR Manager on hr@hughes.cam.ac.uk.