

## Climate Change Project Coordinator

**Location: Bangkok, Thailand**

**Starting: April 1, 2018**

The successful candidate for this position will be responsible for the coordination of the implementation the ACT Alliance's Global Climate Project 2018 - 2019.

### *1. Major functions summary*

The Coordinator takes the lead in a number of initiatives and activities related to the ACT Alliance "Scaling up climate action in line with the 1.5 degrees Celsius goal" project, especially the coordination of the internal and external communications, supporting the various structures at global, regional and national levels. It involves intensive work with ACT Alliance members and partners at regional and national level to help build ACT member and group capacities, and to facilitate increased collaboration and joint initiatives. The position will report to the Global Policy and Advocacy Coordinator. The coordinator will advise the ACT Regional Representatives on implementing activities at national and regional levels.

### *2 Duties and Responsibilities*

- **Climate Project Coordination and management:** Overseeing and implementing the "Scaling up climate action in line with the 1.5 degrees Celsius goal" project, including its activities and related internal and external communications, monitoring and reporting, as well as budget management of project finances.
- **Climate change policy and advocacy:** Coordinating ACT Alliance's climate change policy and advocacy work, campaigning, including policy briefs, position papers, information sharing, capacity building of members and forums, engaging with relevant international processes under the UNFCCC, e.g. COP24 and COP25, consultation with other Secretariat staff, members and external agencies, and ensuring links between ACT climate change policy and advocacy with other relevant work streams, particularly SDGs and DRR.
- **Member support and partner liaison:** Ensuring that all the relevant colleagues, the memberships and partners receive timely and appropriate support and information. This involves coordinating the global climate change group (CCG) and ensuring its collaboration with other structures of the alliance and partners in the climate programme. It also involves support for national and regional level climate change advocacy of ACT forums

### *3 Competences*

- Committed to the values of the ACT Alliance and takes pride in delivering on agreed priorities according to the highest standards individually and as part of a global team
- Proactively finds innovative and creative solutions, is efficient and reliable, adapts to change and uncertainty, is decisive and acts with integrity
- Builds effective internal and external relationships, involves others when solving problems and treats others with consideration and respect in an alliance where faith is a key ingredient of people's lives

- Passion for building and developing core skills for the role and contributes knowledge outside of immediate own role
- Effectively motivates, influences and develops others, drives high performance, inspires people to follow them and acts as a role model

#### *4 Working relationships*

The candidate will be required to nurture and maintain relevant existing relationships, establish and cultivate several new ones with ACT secretariat staff in all six offices, as well as members and partners all across the world.

- Internally, the Coordinator will report to the Global Policy and Advocacy Coordinator, and collaborate closely with the advocacy, programmes and communications team as well as the regional representatives. .
- Externally, the Coordinator will liaise with relevant ACT members, ecumenical and other faith actors and other partners to build relationships across the alliance, increase member capacity and foster trust and allegiance among members.

#### *5 Technical skills and experience*

- At least 5 years' experience in a project coordination, advocacy and/or campaigns role, including international experience in a network setting.
- Understanding of global civil society working environment and multilateral processes within the UN with a particular focus on UNFCCC and the UN sustainable development and disaster risk reduction agenda.
- Experienced in engaging with governments, working within the faith sector and facilitating multi-stakeholder communications and dialogues.
- Fluent English written and verbal communication skills, Good knowledge of Spanish, French an asset
- Advanced degree in climate change and environment studies, development studies, International relations, or any other relevant discipline
- Demonstrated ability to work in multi-cultural situations and/or multi-locational settings using a flexible, collaborative approach
- Demonstrated competency to build and maintain trust among diverse groups towards consistent collaborative work
- Highly organised, with strong project management skills
- Demonstrated experience in developing and undertaking capacity building initiatives
- Strong experience and understanding of issues regarding branding and marketing
- Ability to manage one's own work and time within the context of multiple responsibilities and projects, and a demonstrated capacity to work under pressure to deadlines
- Some travel

Interested and qualified candidates should send their CV and a cover letter, in English and by email only, to [recruitment@actalliance.org](mailto:recruitment@actalliance.org) by **Sunday 18<sup>th</sup> February 2018**. Please put "Climate Change Project Coordinator" in the subject line and name you documents "Firstname lastname CV" and "Firstname lastname Cover letter". It will be a national contract for 2 years. Female candidates are strongly encouraged to apply.