Programme officer

Duration: 6 months fixed term, full-time (35 hours per week).
Salary: £26k per annum, pro-rated for the fixed term.
Location: Office is in London, but we expect to be working from home. Possibility of occasional time in office towards the end of 2020

Description: The role will cover two areas of work – assisting with the project management of our Fair Cooling Fund and researching and delivering the themes for the Ashden Awards.

Detail:
- Fair Cooling Fund project management
  - Communications with the participants in the cooling fund
  - Tracking responses from participants in our CRM software
  - Maintaining the budget – having it accessible, correctly coded and feeding back to the team, tracking spend against time and progress
  - Keeping the team to time and notification of milestones etc.
  - Ensure no gaps in organisation of the project

- Awards theme research and delivery
  - Identifying potential applicants for both UK and international award themes and recording a preliminary assessment of them.
  - Identifying potential knowledge partners for award themes.
  - Encourage potential applicants and assist them to apply
  - Reading applications and assist selection of the longlist for the 2021 awards

General
- Be flexible and carry out associated duties in line with the broad remit of the position
- Support and promote diversity and equality of opportunity in the workplace
- Work collaboratively with others in all aspects of Ashden’s work

Personal requirements:
- Experience of working in a team, organising events and workshops: essential
- Experience of managing a project spanning several months, including multiple people: essential
- Proficient in Microsoft Office software: essential.
- Experience using Microsoft Sharepoint and Dynamics: beneficial
- Experience carrying out desk-based research: beneficial
- Knowledge and experience of GDPR: beneficial
- Knowledge of environment/climate/development/energy sectors: beneficial
- Fluent English is essential, others beneficial (French, Spanish and Portuguese)

We believe this to be a varied and exciting role at an incredible time within the climate movement/sustainability. Whilst it is a more junior role, it is a vital and very well-respected role in the team and is at the frontline of our work. You will gain huge experience of global and local issues, and climate solutions that exist to tackle them. It will also provide a great platform to develop project management skills in a friendly and fun team.

To apply please send a CV and cover letter to Giles Bristow
Giles.Bristow@ashden.org

Deadline to apply is 5pm 29th July