

## Job Description



**Job Title:** Local Government and COP26 Intern

**Reference:** UK100J25

**Salary:** London Living Wage - £10.85 p/hour

**Hours:** Full time, Fixed-term contract for 10 weeks

**Location:** Virtual, but with occasional trips to our London office

Want to be part of the most significant global environmental conference to come to the UK in a generation? Are you committed to tackling climate change and supporting locally elected leaders to deliver Net Zero?

We are looking for an enthusiastic, focused, high-performing individual to join UK100's growing Membership team. Someone who can use their outstanding organisational skills to help our local leaders and their staff tackle Climate Emergency and reach Net Zero.

You will support the Membership team in planning events in Glasgow for COP26 for our network of locally elected leaders, business stakeholders and NGO partners. The role will provide administrative support for a programme of work such as developing UK100's network membership offer, coordinating UK100's Countryside Climate Network, evolving UK100's online Knowledge Hub and assisting with our "Local Power in Action" and our "Climate Leadership Academy" projects.

We are looking for someone with experience in organising events, carrying out research, has a strong political awareness, excellent writing skills and a demonstrable interest in net zero and local government. This is a development role, so we will proactively consider somebody who lacks professional experience but has excellent academic credentials or voluntary experience.

This role is perfect for someone looking to gain experience in environmental politics, relationship management and Local Government.

**Key responsibilities:**

- Supporting the UK100 team to deliver an impactful presence at COP26 in Glasgow for the organisation and our members.
- Supporting UK100's work that develops a network of elected local leaders and their teams, assisting our members in sharing policy expertise and best practice.
- Assist with the coordination of UK100's online Knowledge Hub as an interactive resource that inspires and supports ambitious local action by local leaders and officers.
- Support the formation of UK100's Climate Leadership Academy training programme for Local Leaders.
- Administrative support for team meetings, note-taking and online event management for the Membership team, projects, and Network Membership Director.
- Support the development and maintenance of UK100's CRM database.
- Assist with the delivery of ambitious and impactful projects: on time, to budget, and meet agreed Key Performance Indicators (KPIs) and organisational outcomes.

**Place in organisational structure:**

The post holder will:

- Report to the Network Programme Manager

**Key relationships:**

Internal:        Network Membership Director  
                    Network Programme Manager  
                    Network Programme Officer

External: Relevant business and corporates  
              NGO's and partner organisations  
              Parliamentary and local government offices  
              Relevant Local Authority officers  
              Academics

**Working Conditions:** The postholder will be working virtually but expected to visit UK100 London office at various points during the internship. There is an expectation that they can be flexible in the ways hours are worked. Some travel around the UK may be required.

**Special Note:** This job description does not form part of the employment contract but indicates how that contract should be performed. The job description may be subject to amendment in the light of experience and consultation with the post holder.

**Compiled by:** Network Membership Director    **Date last revised:** 6<sup>th</sup> September 2021

## Person Specification

Criteria	Skills
Knowledge	<ul style="list-style-type: none"><li>● Good understanding of the UK political system, local government, and climate policy.</li></ul>
Experience	<ul style="list-style-type: none"><li>● Experience organising in-person or online events managing high profile stakeholders.</li></ul>
Abilities	<ul style="list-style-type: none"><li>● Excellent communication skills, both verbally and written.</li><li>● Ability to form and maintain strong relationships with a wide range of people from different backgrounds.</li><li>● Good organisational and administrative skills, with the ability to prioritise tasks and work effectively under pressure.</li><li>● A strong work ethic, positive attitude and willingness to learn.</li><li>● The ability to work independently, show initiative and proactively deliver outcomes.</li><li>● Attention to detail and high standards of accuracy</li></ul>
Other	<ul style="list-style-type: none"><li>● Ability to think creatively and work within the membership team to turn ideas into deliverables</li></ul>

**Closing Date:** 23:59 on 23rd September 2021

**Interviews:** To be held virtually on 28th September 2021

**Application Details:** Please send a CV (max 2 pages) and a cover letter that sets out how you can deliver on the key responsibilities of the role (maximum 1 page) to:

jobs@uk100.org