

## Job Description

**Job Title:** Network Programme Officer

**Reference:** UK100J30

**Salary:** £26,000

**Hours:** Full time, Permanent

**Location:** Virtual but can be office based in London in the future – dependent on circumstance.

We are looking for an ambitious and energetic Network Programme Officer who can use their outstanding organisational skills to plan and execute projects that help our local leaders and their staff tackle the Climate Emergency and reach Net Zero.

The role will support the delivery of a programme of work such as developing UK100's network membership offer, organising network events (online and in-person), "Local Power in Action", our emissions reporting pledge and evolving UK100's Knowledge Hub.

**Equality, Diversity and Inclusion:** UK100 is actively taking steps towards developing new opportunities for people from an array of backgrounds, ensuring that everybody has an equal opportunity and is not treated differently or discriminated against because of their characteristics. UK100 values the voices of each of its employees in order to progress in a collaborative, innovative and well balanced way. The postholder will be expected to echo and support this.

### Key responsibilities:

- Supporting UK100's work that develops a network of elected local leaders and their teams, assisting our members in sharing policy expertise, best practice and convening them to advocate for significant local action on climate and clean air.
- Development of UK100's online Knowledge Hub as an interactive resource that inspires and supports ambitious local action by local leaders and officers.
- Assist in the development of UK100's membership pledge programme that secures leaders' commitment to ambitious action towards Net Zero climate emissions - and develop support for them to deliver against it, with regular meetings, communications and research.

- Coordinate UK100's "Local Power in Action" programme, which will support Councillors in overcoming political, organisational and engagement pitfalls to make progress towards their organisation's Net Zero goals.
- Develop and implement a process to collect, analyse and communicate emissions reporting data from local authorities as required by UK100 membership criteria
- Administrative support and event management for the Membership team, projects, and Network Membership Director.
- Support the development and maintenance of UK100's CRM database.
- Deliver ambitious and impactful projects: to time, budget, and meet agreed Key Performance Indicators (KPIs) and organisational outcomes.
- Support and comply with UK100's guidance on branding, tone of voice and key messages, positively contributing towards raising UK100's profile
- We are a small team. Ad hoc duties will thus arise, and every staff member is expected to support the team efforts.

**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 can be based in the UK100 London office (once we return from remote working) and will be expected to be flexible in the ways hours are worked. Some travel around the UK may be required.

**Benefits:**

- Competitive salary
- 25 days annual leave (plus statutory bank holidays)
- Pension & access to professional pension advice
- Sick pay
- Company MacBook Air

- Company phone
- Work from home allowance
- UK100 supports flexible working arrangements

**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 Manager

**Date last revised:** 24<sup>th</sup> November 2021

### Person Specification

Criteria	
Knowledge	<ul style="list-style-type: none"> <li>- Awareness of politics and policy re: Net Zero and the Climate Emergency, and local challenges and opportunities for action</li> <li>- Understanding of the structures and functions of local government in the UK</li> </ul>
Experience	<ul style="list-style-type: none"> <li>- Supporting the delivery of ambitious and impactful project</li> <li>- Event management (in person and online): preferably in a campaign or governmental (local or national) context</li> <li>- Working in a lobbying, advocacy or influencing role</li> </ul>
Skills and abilities	<ul style="list-style-type: none"> <li>- Ability to develop and maintain effective relationships with a wide variety of stakeholders</li> <li>- Excellent written communication and presentation skills</li> <li>- Attention to detail and high standards of accuracy</li> </ul>
Other	<ul style="list-style-type: none"> <li>- Committed to the vision of UK100</li> </ul>

**Closing Date:** 23:59 on Wednesday 12th January 2022

**Interviews:** To be held virtually on Thursday 20th January 2022

**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](mailto:jobs@uk100.org)