



# Climate Champions Strategic Communications Youth Fellow

## The Role at a Glance

<b>The Role</b>	The Strategic Communications Youth Fellow will work closely with the Events Lead, Events Manager and wider Strategic Communications (StratComms) team to deliver strategic events that drive ambitious whole-of-society climate action, including among businesses, investors, cities, states, regions, and civil society such as Indigenous Peoples and youth. This role will involve working with a wide variety of stakeholders including colleagues in the Climate Champions Team (CCT), UNFCCC, Marrakech Partnership, the COP Presidency, as well as other partners, to curate and deliver virtual and physical global events, focused on the High-Level Champions' priorities and key deliverables.
<b>Contract type</b>	Independent contractor
<b>Time commitment</b>	16 hours per week for the duration of the fellowship - including joining weekly and fortnightly team check-ins on specific days.
<b>Duration</b>	April - December 2025 (9 months)
<b>Remuneration level</b>	For independent contractors, in line with market rates, and commensurate with experience and location. Remuneration is inclusive of annual leave.
<b>Start date</b>	April 2025
<b>Location</b>	Flexible, with a preference for candidates based in Latin-America. We are a global team, so the role may require some travel.
<b>Reporting to</b>	Rhiannon Ledger, Events Lead, StratComms Team
<b>Other</b>	<ul style="list-style-type: none"> <li>• The candidate is expected to work from home, with occasional travel as and when requested.</li> <li>• The candidate is expected to provide and maintain their own ICT and work tools.</li> <li>• Out of town travel and other work related expenses will be reimbursed in line with the travel and expense policy.</li> </ul>
<b>Recruitment process</b>	<p>Please apply via <a href="#">this</a> form</p> <p><b>Applications will be assessed on a rolling basis, with virtual interviews taking place during March/April 2025</b></p>



## Background

The UN Climate Change High-Level Champions (HLCs) holds a unique mandate under the UN Convention for Climate Change (UNFCCC): mobilise businesses, investors, cities, regions and civil society and act as a bridge between non-state actors and national governments to reach the goals of the Paris Agreement.

Each HLC is appointed by the COP presidencies and serves for a term of 2 years. In 2020, the then serving HLCs established the Climate Champions Team (CCT), to help HLCs deliver on the mandate.

The work of the CCT is guided by a [five year plan](#) published and welcomed by Parties at COP 26, which sets out objectives and details of the tools employed to achieve them, across six key functions, for the period 2021 – 2025. It is further informed by the COP28 outcomes, in which Parties encouraged the High-Level Champions and Non-Party Stakeholders to consider the [outcomes of the first Global Stocktake](#) in their work with voluntary initiatives and coalitions.

At COP29, Parties unanimously [renewed the mandate of the High-Level Champions for 2026-2030](#) and welcomed the continuation of the Marrakech Partnership for Global Climate Action, recognizing the critical role of Non-Party Stakeholders implementing the Paris Agreement.

Key pillars in our work include the global campaigns [Race to Zero](#) and [Race to Resilience](#), related action frameworks [2030 Breakthroughs](#) and [Sharm Adaptation Agenda](#) - all in delivery of the science-based [2030 Climate Solutions](#).

To help us deliver on our plan for COP30 and beyond and ensure young people are at the crux of this work, we are launching our fifth cohort of the Youth Fellowship Programme.

## Overview of the Climate Champions Youth Fellowship

The power of youth voices in reframing climate ambition and driving systematic change is incredible and the Climate Champions are committed to integrating them into our core work.

The Climate Champions Team launched a pilot global Youth Fellowship programme in 2021 and has since then hosted cohorts by creating a pathway for young professionals to contribute to a series of strategic non-state actor engagements in the build up to COP26, COP27, COP28 and COP29 to help support the delivery of the mandate of the Climate Champions Team. Now in its fifth year, the Fellowship is an evolving programme of work, and you will be expected to shape the work and your role, in collaboration with leaders and peers within the Climate Champions Team.

The Fellowship will provide an opportunity to work on the most pressing challenge in the world today. This opportunity will suit you if you are mission driven and thrive in fast-paced, ever-evolving and diverse



teams. You will need to be comfortable juggling different priorities and balancing multiple - and at times - competing demands and work in ways which are highly collaborative and engaging with a wide range of stakeholders at all levels and across all sectors of the economy, policy and society.

**As a Youth Fellow placed in the StratComms Team, your key learnings and responsibilities will include the following:** *(Please note that the below responsibilities and learnings included are illustrative and the scope under this section will be discussed and agreed with the line manager to create structured, clear objectives)*

### 1. Organisation and delivery of events, virtual events and workshops (50%)

- **Event Planning and Preparation:** Support the planning and preparation of events, including preparing and updating timelines, trackers, and checklists, and coordinating across teams.
- **Event Delivery:** Provide on-ground support at events as needed, including AV, speaker management, slides, room set-up, timekeeping, and notetaking. Support virtual events, including planning, preparation, and delivery as required.
- **Post-Event Support:** Ensure event folders are well organised and contain all materials, and assist with post-event data tracking, such as speaker diversity and inclusion metrics and audience survey feedback.
- **Event Calendar Management:** Research, map, and maintain the events calendar to ensure it is up-to-date and accurate.

### 2. Event marketing and promotion (20%)

- **Marketing Materials:** Assist in preparing marketing materials, such as programme flyers, social media cards, and holding slides.
- **Promotion:** Coordinate with the StratComms Digital team on event promotion, such as on social media and the Climate Champions website and newsletter.

### 3. Team coordination (10%)

- **Schedule Development:** Support with preparation of daily schedules for the StratComms team and suppliers (e.g. photographers) for key moments.
- **Team Coordination:** Support with coordination of StratComms tasks and responsibilities across event planning calls and materials.
- Ad hoc/additional responsibilities according to team priorities

### 4. Power of the collective and storytelling (20%)

- Working together with other fellows within the Climate Champions team as a Youth Fellowship team on both internal and external engagements during the duration of the fellowship.
- Collaborate with relevant organizations to design and deliver youth-targeted dialogues or workshops at key events, including COP30.
- Create engaging content for the Climate Champions website and channels, telling stories and building narratives around relevant climate topics.



## About You

The successful candidate will have experience gained in a programme-based environment. You will be a highly motivated self-starter, happy working across different time zones in a fast-paced environment. You are able to exercise sound judgement as to when to seek advice with regard to engaging sector stakeholders.

### The following requirements are essential:

- 30 or under 30 years of age as on 1 January 2025 (minimum age to apply is 18yrs)
- Minimum five years of experience - this can be either professional work experience OR volunteering experience in the chosen subject/thematic area, climate leadership or organising
- Experience in communications and/or event coordination - such as internships, volunteer work, or entry-level positions in event planning or related fields
- Knowledge of climate mitigation, adaptation and resilience and of the UNFCCC COP process is desirable but not essential
- Proficiency in Google Suite and Zoom
- A genuine interest in communications and event management
- Strong critical thinking and analytical skills, and attention to detail
- Excellent process and project management skills, with ability to juggle multiple priorities and deadlines
- Excellent communications skills, both verbal and written.
- Language proficiency: English (essential), Portuguese (desirable), Spanish (desirable)
- Collaborative and collegial working style, and a strong team player, with strong interpersonal skills and diplomacy
- Ability to manage through ambiguity and change
- Commitment to the [Climate Champions core values](#)

## Code of Conduct

As a member of the Climate Champions Team you are required to adhere to the highest standards of conduct and behaviour, protecting the integrity of the mandate from Parties, the UNFCCC process, the UNFCCC institution and the COP presidency. Shortly after joining, there will be a number of mandatory induction meetings to ensure you have the information and tools needed to work to the highest standards.

## Contract information

The Climate Champions Team is a programme of work under the not for profit administrative host body Rockefeller Philanthropy Advisors (RPA). The contract for this role will be drafted within the Climate Champions Team and signed by the post holder and a senior representative of RPA. Find out [more about RPA here](#).