

Job Advert

North Yorkshire Climate Coalition Climate Action Coordinator (12 months fixed term)

Salary £11,428 for 14 hours per week (FTE £28,570)

We are seeking a creative and flexible person to join our team. As a small, volunteer-led organisation we are looking for someone with a wide range of skills who can act on their own initiative.

Under the overall direction and guidance of the NYCC Steering Group, the purpose of this role is to enable and support smooth day-to-day running of the Coalition with a focus on managing operational processes and procedures, coordinating internal and external communications, and supporting project work to deliver an overall strategy.

The successful candidate will be committed to climate action and will have proven administrative and operational delivery skills and the ability to communicate with different audiences using a range of media.

The role will be home-based. Hours can be worked flexibly and there will be some requirement to attend evening and very occasionally weekend meetings. The postholder should be comfortable working with a range of stakeholders. They will be able to draw on the experience of the Coalition team for information and advice.

For those seeking a full-time role and for the right candidate, there is an opportunity to combine this role with that of Climate Action Coordinator (21 hours per week) for the Zero Carbon Harrogate. Please indicate if this is your preference.

Closing date: 5th April 2024

Further details of North Yorkshire Climate Coalition role and application process [here](#).

Further details of Zero Carbon Harrogate role and application process [here](#).