

Job Advert

Zero Carbon Harrogate

Climate Action Coordinator

(12 months fixed term)

Salary £17,142 for 21 hours per week (FTE £28,570)

Here at [Zero Carbon Harrogate](#) we continue to expand community awareness-raising and delivery of practical projects to address climate change. Due to the present incumbent resigning for personal reasons at the end of the current contract period we are now looking for a new Climate Action Coordinator to support the day-to-day delivery of our vision and plan. **The appointment is externally funded for 12 months with a negotiable starting date from 1st May 2024.**

Guided by the Management Committee, the role will include design and implementation of effective administrative and information processes, practical application of policies and procedures, coordination of internal and external communications, maintaining a calendar of events and supporting project work.

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 ZCH 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 (14 hours per week) for the North Yorkshire Climate Coalition. Please indicate if this is your preference.

Closing date: 5th April 2024