



Youth Climate Training Assistant

Job Title	Youth Climate Training Assistant
Division	Social Sciences
Department	The Smith School of Enterprise and the Environment (SSEE)/Oxford Net Zero School of Geography and the Environment
Location	South Parks Road, Oxford, and remote working
Grade and salary	Grade 5.5: £17.02/h This role is jointly funded through the Oxford Smith School of Enterprise and the Environment and Oxford Net Zero.
Hours	8 hours a week
Contract type	Fixed term: 12 weeks 28 th May-20 th August 2024. Start dates can be flexible!
Reporting to	Alexis McGivern (Net Zero Integrity Manager)
Application deadline	15 th May 2024, 23:59 BST. You will receive an interview invitation on the 17 th of May. Interviews will be held on the 21 st of May.
Additional Information	Applications are particularly welcome and encouraged from women, black, and minority ethnic candidates, who are under-represented in posts in SoGE. SoGE are committed to equality and values diversity. The School of Geography and the Environment holds an Athena Swan Silver award in recognition of our commitment and success in addressing gender equality. The School of Geography and the Environment is committed to promoting a culture of equality, diversity, and inclusion in the workplace, including the undertaking of appropriate training as opportunities arise and/or when asked to do so.
Right to work	Applicants must have right to work in the UK.

Job Description

The Oxford Net Zero Engagement Team (based at the Smith School of Enterprise and the Environment) is looking for a motivated individual to support the team 8 hours a week for 12 weeks (96 hours in total) in the second delivery of the [Youth Climate Training course](#).

This six-month programme was launched in May 2023 to empower young people around the world with the knowledge and skills to navigate and engage effectively with the United Nations climate conferences, enabling global climate action and impact at COP28 and beyond.

This programme is a collaboration between the Global Youth Coalition (GYC), a coalition of climate youth activists, and researchers at the University of Oxford (Oxford Net Zero, Oxford Smith School of Enterprise and the Environment).

Our first iteration of the training ran from 3 May-30 October 2023 for 13 fortnightly sessions. It covered key areas of discussion and negotiation within the United Nations Framework Convention on Climate Change (UNFCCC) system. The curriculum was built by consulting 180 young climate justice activists who gave their input on their training needs. Out of 10,000 applicants, our cohort of 4,500 young people under the age of 35 spread over [177 countries](#), with 64% identifying as from Most Affected People and Areas ([MAPA](#)).

This youth training is trial of radical open-access and inclusion, with all of the recordings published to YouTube, and as a [completely free course for participants](#). We also partnered with [EcolInterpreters](#) to offer the course in four languages: English, [French](#), [Spanish](#) and [Portuguese](#). Through a partnership with [Terra.do](#), a climate training and jobs platform, we gave our participants access to about 20 more hours of climate education content.

This year's programme focuses on training young people as the bridge between UNFCCC negotiations and the non-negotiated action at COPs: e.g., calls from civil society on fossil fuel phase out, the corporate net zero accountability landscape, sector-specific promises, etc. We plan to create capacities of youngsters in the climate policy landscape, give them the language understanding of the political process, creating opportunities to meaningful engage with relevant stakeholders.

Please note that the project is on-going, and we are looking for someone who can slot into a very agile team to support 8 hours a week.

About the Oxford Smith School of Enterprise and the Environment

The Smith School of Enterprise and the Environment (SSEE) was established at the University of Oxford in 2008 with a generous benefaction by the Smith family. We bring enterprise – public and private - together with world-leading teaching and research to achieve global net-zero emissions and sustainable development. Located within the internationally top-ranked School of Geography and the Environment, we work in close collaboration with leading academics across Oxford and beyond.

Decisions made this decade will determine the future of humanity and the planet. To stop the climate crisis, we need to shift global economic and financial systems towards sustainability. The Smith School's approach combines academic excellence with real-world impact. Our research shapes business and government policy and practice. We offer innovative evidence-based solutions to the environmental challenges facing humanity.

We apply expertise in economics, finance, business, and law to tackle environmental and social challenges in six areas: water, climate, energy, biodiversity, food and the regenerative economy.

We equip the next generation through undergraduate and graduate teaching as part of the top-ranked School of Geography and the Environment. SSEE's new master's course in Sustainability, Enterprise and the Environment (MSc SEE) is already one of the most applied to at Oxford. Our executive education programmes empower business leaders and policy-makers throughout the world to take action.

SSEE's Advisory Board, Business Fellows and our wide-ranging external partnerships bring together experts from industry, consultancy, governments, and NGOs to achieve the vision of a cleaner, fairer and more prosperous future.

About Oxford Net Zero

Oxford Net Zero is an initiative that draws on the University's world-leading expertise in climate science and policy. Addressing the critical issue of how to reach global 'net zero' and halt global warming, it brings together leading academics from across the University's disciplines, including Geography, Physics, Economics, Biology, Anthropology, Law and Earth Sciences.

The initiative provides actionable research and new resources for policymakers and businesses at this critical juncture for international action on climate change. The Programme is led by Director [Professor Myles Allen](#), alongside Research Director [Professor Sam Fankhauser](#) and Executive Director [Dr Steve Smith](#). It is supported by a £2.3 million investment from the University's Strategic Research Fund, which aims to develop transformative new research programmes. Further details can be found at netzeroclimate.org.

Responsibilities

You will be joining an existing team of members from the University of Oxford (Smith School and Oxford Net Zero) and our co-organisers from the Global Youth Coalition (a highly international group of youth activists from all corners of the globe (Ecuador, Egypt, Chile, Tanzania, Paraguay, Canada, Spain and more!)).

- Liaising with the Global Youth Coalition (co-organisers of the course) and other project partners for course development, including, for example: developing and monitoring surveys to be sent to young people about their training needs
- Liaising with additional external partners, e.g., other University partners, NGO partners and more, to keep everyone informed of developments
- Preparing decks and materials for funders
- Coordination of joint teams through e.g., preparing agenda ahead of meetings, following up with team members on tasks, etc.
- Coordination with expert speakers: i.e., following up on speaking invitations to the course, ensuring that calendar holds and Zoom links are sent once a speaker has confirmed, following up to support payment after the session, etc.

Selection criteria

- Self-starting, with the ability to take ownership for tasks and report back on progress
- Ability to work across a very fast-paced team operating across several time zones
- Strong coordination capacity to interact with several different stakeholders (i.e., our internal Oxford team, our Global Youth Coalition colleagues, our expert speakers, the IT team delivering technical support on sessions, our interpreters, our funders etc).
- Prior experience in some sort of customer or volunteer-facing role, or experience/understanding of how to interact with participants on the course with compassion and patience (many of whom are navigating the course in their second or third language)
- Strong attention to detail and ability to manage multiple tasks with similar deadlines
- Previous experience with MailChimp and Slack is highly desirable, though not strictly necessary for a fast learner.

Bonus criteria

- Ability to speak (or at least read/understand) other languages, especially Spanish (priority), French or Portuguese, as we get requests/e-mails in these languages frequently.

Additional information

Applications are particularly welcome and encouraged from women, Black, and minority ethnic candidates, who are under-represented in posts in the School of Geography and the Environment (SoGE). SoGE are committed to equality and values diversity. The School of Geography and the Environment holds an Athena Swan Silver award in recognition of our commitment and success in addressing gender equality. The School of Geography and the Environment is committed to promoting a culture of equality, diversity, and inclusion in the workplace, including the undertaking of appropriate training as opportunities arise and/or when asked to do so.

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

How to apply

Submit a CV (preferably one-page) and a one-page cover letter, detailing your ability to meet the selection criteria, to alexis.mcgivern@ouce.ox.ac.uk under the subject line "ONZ GYC Youth Climate Training RA Position" by 23:59 BST on Wednesday 15th May.

Please indicate the weekly hours you have available (up to eight hours a week), and earliest possible start-date.

Applicants will need to show UK Citizenship or Right to Work in the UK up to the number of hours per week agreed by the contract. As per the University of Oxford grading scheme, this role is Grade 5.5, pay is £17.02/hour.