

Chief Executive and Communications Support Officer

This is an exciting opportunity to join a dynamic, fast-paced organisation with a growing public profile. The Chief Executive and Communications Support Officer role requires a hands-on approach with the ability to work closely with our Chief Executive and support our Communications team.

Core accountabilities include:

Supporting our Chief Executive by:

- Organising meetings including liaising with senior official stakeholders (nationally and internationally) and cross-departmental governmental officials
- Proactively ensuring the CEO is fully equipped with relevant materials and fully briefed before all meetings and events and organising logistics accordingly
- Managing CEO mailboxes, filtering and responding to various emails
- Managing correspondence to the CCC
- Supporting CCC chairman's office in regards to CCC engagements
- Organising Committee Meetings and supporting the wider Corporate Team

Supporting our Communications Team by:

- Organising report launches and stakeholder events. This includes liaising with venues, drafting and issuing invitations, monitoring attendee responses and providing additional support to ensure successful event delivery.
- Working with the Secretariat and Communications team to respond to general enquiries on the CCC's work, including shared management for the Communications inbox, making sure enquiries are actioned and responded to.

Background: about the Committee on Climate Change

The Committee on Climate Change (CCC) was created as an independent expert body to advise Parliament and the Government on climate change policy. The CCC has established itself as a high-profile, high-impact expert body in the analysis of climate change mitigation and adaptation. Its reports can be accessed from the CCC's website: www.theccc.org.uk

The CCC was the first body of its kind in the world and brings together different strands of expertise of its members, from the fields of climate science and policy, economics, technology, behaviour and business. It draws on existing information and undertakes its own analysis to provide expert advice to Ministers and to Parliament. It is required to give

advice to Ministers on climate change matters covered by the Climate Change Act 2008 and on an ad-hoc basis as and when requested.

The CCC receives daily media coverage across national, devolved, regional, local and international print, online and broadcast media outlets and has growing engagement with key audiences on social and digital channels including the CCC website and Twitter.

The CCC is comprised of a Board (‘the Committee’) and an analytical secretariat. The Analytical Secretariat comprises of around 20 economists, operational researchers, scientists and other analysts as well as a Corporate Team which has around seven members of staff.

Things you need to know

- Location: 7 Holbein Place, London, SW1W 8NR
- Salary range available: £26,000 to £30,000
- Security: Successful candidates must pass basic security checks.
- Nationality requirements: Open to UK, Commonwealth and European Economic Area (EEA) and certain non-EEA nationals. Further information on whether you are able to apply is available here <https://www.gov.uk/government/publications/nationality-rules>
- Feedback: Feedback will only be provided if you attend an interview.

This role is being advertised as a short term appointment but consideration will be given to extending it to either a fixed or permanent appointment.

Application process

To apply please send your CV and a one-page cover letter setting out why you are suited to the role to Penny.Seera@theccc.org.uk by 1pm on Friday 12th April.

Key dates

- Closing date – Friday 12th April at 1.00pm
- Interview dates – week beginning Monday 22nd April
- Appointment begins – as soon as possible, ideally in May