



Role: Young Climate Warriors – Ambassador Admin Assistant

Location: Working from home, ideally to attend a meeting once a month in Oxfordshire.

Salary: £24,000 FTE

Part time: 9 hrs a week, focused on Tues/Wed/Thurs (Term-time only – 40weeks/yr)

About YCW

Our vision is for every child in the UK to feel engaged and empowered to be able to reflect, discuss and choose their own informed path of action in relation to climate change. Our mission is to advance the climate literacy of all children aged 7-14yrs, in the UK, by providing free resources to all teachers, educators, families and community groups, as well as to inspire a nationwide team of 'young climate warriors', who are choosing to practice carbon-cutting actions and make sustainable living choices. We are a small, professional team managing a growing and ambitious charity

Your Responsibilities

- To support the Schools Manager with all aspects of the Ambassador Programme.
- To manage ambassador applications, training, safeguarding – DBS checks, and other admin.
- To maintain an up-to-date and accurate Ambassador database, and support the management of the Assemblies database.
- To support Ambassadors in their contact with their local schools – via emails and posting flyers for Ambassadors to distribute. Managing flyers updates/production as necessary.
- To support ambassador recruitment drives
- To act as the main liaison point with all Ambassadors in relation to confirming Assemblies and any support they may need.
- To collate and manage School and Ambassador 'feedback' following Assemblies, including photos, comments, questionnaire details
- To support building relationships with Ambassadors – maybe group events?
- To liaise with volunteer bureaux, and community hubs as requested.
- To provide reports to Trustee meetings and Impact data as requested
- To support other members of the YCW Team as requested.

Essential Skills and Experience

- Experience communicating with young people / teenagers.
- Passion and concern for our planet, and in particular all issues related to climate change, with a 'stubborn optimistic' approach.
- Excellent written and oral communication skills, with sensitivity to the audience, and patience in dealing with young people.



- Clear understanding of the importance of safeguarding, and the role of DBS checks.
- Excellent organisation skills, and IT skills.
- Rigorous, methodical approach, understanding the need for accuracy.
- Tenacious, motivated and optimistic approach, when pursuing goals.
- Ability to work under pressure, and thrive when confronted by deadlines.

How to apply

Please submit your CV and covering letter – to katrina@youngclimatewarriors.org.

Your covering letter should state why you are interested in the post and should address how you feel you meet **each aspect** of the 'Essential skills and experience'

Closing date for applications is Thursday 12th December @ 6pm.

Interviews will be held on Monday 16th and Tuesday 17th December (online).