



Role: Young Climate Warriors – Schools Manager

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

Salary: £34,000 FTE

Part time: 21 hrs a week – focused on Tues/Wed/Thurs (Term-time only – 40weeks/yr)

Who we are

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

Schools liaison

- To lead on all communications with teachers/educators who contact YCW (schools@ycw.org). Providing personalised support where possible, and building relationships between schools and YCW.
- To send out the weekly term-time topic/challenge ‘schools pack’ to teachers every Thursday. This requires weekly attention – minor updating/editing/proof-reading as based on already prepared materials.
- To welcome the opportunity to get involved in new content creation which may sometimes be required.

Assemblies management

- To arrange assemblies, requiring tenacious follow-up on all potential leads – to achieve our target numbers, and deliver as many assemblies as possible throughout the year, across the UK.
- To manage all correspondence in the ambassadors@ycw inbox, with support from our Ambassador Admin Assistant.
- To take responsibility for and provide direction to our Ambassador Admin Assistant in maintaining Ambassador and Assembly databases.
- To liaise with schools following assemblies, obtain feedback and engage them with other elements of the YCW offerings where possible.

CCC in a Box

- To lead on the sharing of CCC in a Box resources, both via downloads and through Ambassador involvement.
- To request and collate CCC in a Box teachers/educators feedback, and results from the children’s Kahoot! Quiz, on an on-going basis.

General



- To create, deliver and report back on **annual Teachers SURVEY**. Building on the Spring 2024 survey.
- To build and maintain relationships with teachers who have time, interest in providing additional support to YCW. Including having annual 1-1 meetings with our **Teachers Advisory Forum**.
- To build relationships with LGZ Climate Action Advisors, and attend the monthly LGZ Coalition meetings.
- To provide reports to Trustee meetings and Impact data as requested.
- To support the preparation and delivering of marketing, PR, fundraising and other materials as requested.
- To support other members of the YCW team as requested.

Essential Skills and Experience

- Experience teaching in Primary Schools is ideal.
- 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.
- Excellent organisation 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.
- Ability to communicate with appropriate sensitivity to a range of audiences.
- Experience of working with MS Office, and ideally Canva, and a willingness to learn.

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).