



Role: Young Climate Warriors – Duke of Edinburgh Awards Programme Manager

Location: Working from home

Salary: £30,000 FTE

Part time: 6 hrs a week (6 weeks paid holiday pa)

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

- To lead on all communications with Duke of Edinburgh Award participants who have chosen to undertake the YCW Climate Change Challenges, and their parents or teachers as required.
- Responsibility for managing the dofe@ycw inbox.
- To manage the process for engaging applicants – ensuring signed guidelines for engagement and staggered programme start dates. Working with the Communications and IT manager to schedule challenges.
- To pursue all potential interest in undertaking the programme, and actively support all leads to achieve our target numbers, to engage with as many young people as possible – though to completion of the 3 month programme.
- To positively engage with all DofE participants, replying to every Challenge Response received on a weekly basis with thoughtful, encouraging and inspiring feedback.
- To take on the role of ‘Assessor’ for these participants and prepare and upload their Assessor’s Reports to the edofe page.
- To undertake the impact monitoring for this programme. Collating the feedback questionnaire, and parents feedback data.
- To liaise with the DofE Award organisation – fulfilling their reporting requirements, and renewal of our Approved Activity Provider status.
- To design and run a Youth Advisory Panel – built up from ex-DofE participants, as part of the wider YCW strategy.
- 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 Secondary school pupils/teenagers.
- Passion and concern for our planet, and in particular all issues related to climate change, with a 'stubborn optimistic' approach.
- Up-to-date interest in climate news, positive climate stories and with an inquisitive mind to pursue ideas shared by the young people. (Completion of climate change course preferred)
- Excellent written and oral communication skills, with sensitivity to the audience.
- 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).