



## Job Specification : Ambassador Programme Manager

Location: Your kitchen table.

Salary: £7,500

Part time: 12 hrs a week (Term-time only)

### Responsibilities

- Programme management: Actively engage and build links with our Ambassadors and Schools. Co-ordinate school visits and resources. Maintain an Ambassador Programme database.
- Ambassador preparation: Co-ordinate training sessions. Undertake safeguarding requirements including DBS checks and obtaining references for all Ambassadors.
- Impact monitoring: Collate, request and manage 'feedback' bank of images and quotes from schools - including 'permissions to use' forms. Help map and monitor wider impacts.
- Outreach: Help prepare and deliver press releases, and preparation of other marketing materials.
- Relationship management: Assist as necessary with management and support for Corporates or Grant-making bodies.

### Essential Skills and Experience

- Organisation and rigour: You work methodically and understand the need for accuracy. You are happy working with an excel database, finding your way around reports and happy to learn if you don't know how to do something.
- Audience awareness: You know how to communicate with children, students, teachers, and parents/carers, with the appropriate sensitivities.
- Positivity: You're not daunted when work piles up, and can thrive in a high-pressure environment. You can find ways to keep things fresh, even when things get monotonous. You are a 'stubborn optimist' and actively believe that we can and we will combat climate change.
- Climate Change knowledge: You show an active interest, understanding and passion for helping to combat climate change.

CV and covering letter to [katrina@youngclimatewarriors.org](mailto:katrina@youngclimatewarriors.org). Deadline: 31<sup>st</sup> August 2022