

## Position Description: Programme Coordinator, Environment and Climate Change

### About us

As a special initiative of the UN Secretary-General, the [United Nations Global Compact](#) is a call to companies everywhere to align their operations and strategies with ten universal principles in the areas of human rights, labour, environment and anti-corruption. Launched in 2000, the mandate of the UN Global Compact is to guide and support the global business community in advancing UN goals and values through responsible corporate practices. With more than 12,000 companies and 3,000 non-business signatories based in over 160 countries, and more than 60 Local Networks, it is the largest corporate sustainability initiative in the world.

Locally, the [Global Compact Network Australia](#) (GCNA) brings together signatories to the UN Global Compact, including more than 30 ASX 100 companies and other major corporates, non-profits and universities, to advance the private sector's contribution to sustainable development through the universal framework provided by the UN-mandated [Sustainable Development Goals](#) (SDGs) and the Ten Principles. We lead, enable and connect business and stakeholders to create a sustainable future by supporting businesses to act responsibly and helping them find opportunities to drive positive business outcomes.

### About the role

Reporting to the Head of Programmes, the Programme Coordinator, Environment and Climate Change role is an integral part of our small and busy team. With a growing demand for environment and climate focused activities, we are looking for a dedicated and efficient team player to support the delivery of our Environment and Climate Change workstream, including the UN Global Compact's 'Lead and Shape' approach to Sustainable Development Goal 13 (Climate Action).

This position is a great opportunity for individuals wanting to pursue a role in the corporate responsibility and sustainable development field. The role will require you to coordinate, design and deliver our environment and climate related programming to engage our business Network members in climate related action. This includes our participation in COP26 and liaising with the Australian Government, our Network members, the Global Compact Office and other stakeholders.

The Global Compact Network Australia has a very broad remit, and, as a small team the Environment and Climate Change Coordinator may be required to support other activities from time to time.

Core responsibilities will include, but are not limited to:

- Working alongside the Head of Programmes to coordinate and support the delivery of our environment and climate related programming in a manner that engages our business Network members in climate related action, whilst supporting the Global Compact Network Australia's and UN Global Compact's strategy.
- Working alongside the Global Compact Office to coordinate and the support the delivery of the [1.5 Climate Ambition](#) programme.
- Supporting the Head of Programmes and Executive Director in the Global Compact Network Australia's participation in COP26 and other global events
- Supporting the Head of Programmes and Executive Director in their liaison with the Australian Government, members, prospective members, civil society, the United Nations and other stakeholders on strategically-aligned environmental and climate change issues.
- Coordinating and supporting the delivery of member and non-member activities for the Environment and Climate Change Workstream including roundtables, seminars, webinars, training workshops and conferences.

- Working alongside the Head of Programmes and, where appropriate, the Executive Director, to research and write publications that position the Global Compact Network Australia as a well-regarded commentator and trusted adviser on environment and climate change trends and business practices.
- Providing timely insights on public policy trends (in Australia and key global markets) to enable the Global Compact Network Australia to engage in policy debates that strengthen private sector engagement in strategically-aligned environmental issues and climate change, including SDG13.
- Supporting the delivery of grant and other funding opportunities that increases the profile and expertise of the Global Compact Network Australia. This may include writing grant submissions, supporting the delivery of relevant activities and writing reports associated with grant funding.
- Work alongside the Events and Communications team in the development of appropriate online content (i.e., newsletter, Local Network Hub, UN Global Compact website, Global Compact Network Australia website and social media ) to support the programming and enhance awareness of our activities.
- Liaise with the Events and Communications team to seek insights and feedback from relevant activities, and write event summaries and outcome documents.
- Other general administrative and office management duties as required.

**The ideal candidate will have:**

- At least 3-5 years' experience in a programme delivery role, preferably in the private sector or in policy role.
- A demonstrable knowledge of natural resources, biodiversity and/or climate change and the responsible business agenda more generally.
- Interest in strengthening stakeholder engagement skills, including interacting with management and external stakeholders.
- Strong communication skills that enable him/her to communicate professionally, and with confidence.
- Efficient planning and organisation skills, and ability to work to tight deadlines.
- Outstanding written English language skills and attention to detail, including demonstrating openness in sharing information, keeping people informed and the ability to tailor language, tone and content to various audiences.
- Some experience with project management.
- Strong interest in driving corporate action on climate change.
- Ability to work effectively in a small team environment and work autonomously.
- Ability to work after hours and weekends if required, and travel interstate for events.

**Key selection criteria:**

As part of your application, please answer the following questions (500 words or less):

- What do you see as your biggest professional / career achievement?
- Tell us about a time that you faced a challenging situation at work. What did you do about it, and what did you learn from it?
- The GCNA is a small team that manages a number of competing priorities. What is your

experience working in a similar environment?

- What are your salary expectations?
- What is your notice period?

## Role Requirements, Reporting and Location

- Undergraduate university degree with a high-distinction or distinction average in Business, Commerce, Environmental or Natural Sciences, International Relations/Studies, Law, or equivalent.
- Intermediate to advanced knowledge in the use of MS Office applications
- Hold Australian citizenship or residency, or have current work rights for Australia.
- This is a full-time role based in Melbourne reporting to the Head of Programmes at the Global Compact Network Australia.

## What we can offer you:

- Competitive salary
- Inclusive and flexible working arrangements
- Exposure to a range of industries and sectors
- Working in collaboration with a passionate and vibrant team
- Ongoing professional development
- Working for the world's largest corporate sustainability initiative
- Internal employment opportunities with the UN Global Compact
- Child friendly work environment

## Application Process

Please apply by way of cover letter and CV to [secretariat@unglobalcompact.org.au](mailto:secretariat@unglobalcompact.org.au) by 5pm, Friday 21 May

Please direct queries about the role to Corinne Schoch, at [Corinne.Schoch@unglobalcompact.org.au](mailto:Corinne.Schoch@unglobalcompact.org.au) or via phone call to 0491 234 061.