

Position details: Festival/Event Manager

How to apply	Send your CV (max 2 sides A4) with a covering letter (max 1 side A4) saying what you would bring to the role to jobs@globalactionplan.org.uk
Deadline:	8am Monday 21 September 2020
Interviews:	w/c 21 September
Start Date:	Please advise your earliest start date in cover letter.
Salary:	£30-35,000 pro rata
Contract type:	3 month contract
Annual holiday & benefits:	25 days and UK public holidays (pro rata)
Hours:	21-28 hours per week, but able to work longer hours week commencing 9 th November
Work location:	Home based

About us

Global Action Plan is a charity that helps people live more sustainable lives by connecting what is good for us and good for the planet.

We're the people behind Clean Air Day, the UK's biggest air pollution campaign. Tackling air pollution is not only good for the planet but good for our health too.

We're working with young people on new ideas about wellbeing and consumerism; that what makes them happier will at the same time be better for the planet.

We bring progressive businesses and schoolchildren together to work on ground-breaking projects that develop leaders of future and have a benefit on our environment today.

Through our projects and collaborations, Global Action Plan enables people to see, believe and, crucially, act on the insight that what is good for us is good for the planet.

We are looking for an Events Manager to drive change

We're looking for an experienced events/festival manager to oversee the management of our exciting week-long virtual youth climate summit. They will work with established teacher and student design teams, our PR agency and partnership managers to coordinate a busy virtual schedule of events. They will liaise with expert and celebrity speakers, our team of student ambassadors and supporting organisations to ensure that everyone has what they need to contribute to a professionally executed engaging summit.

The Youth Climate Summit is an engaging, accessible week of climate action and discovery for schools, with events hosted online throughout the week. The Youth Mock COP is running at the same time, and the Youth Climate Summit will complement and feed into this. The Youth Climate Summit is coordinated by environmental charity Global Action Plan and aims to empower students and teachers to become more ambitious with their school commitments in tackling the climate emergency.

The successful candidate will:

- have previous experience managing events or festivals
- work well with internal and external partners
- have exceptional organisational skills
- be a confident communicator
- be a stickler for detail
- have the ability to self-manage
- be proactive and flexible

Desirable:

In addition, the following experience and skills are applicable for the role:

- Experience in managing virtual events
- Experience in youth facing and or education sector/influencer events
- Understanding of sustainability and how that applies to people's everyday realities

Background browsing:

- [Global Action Plan website](#)
- [Youth Climate Summit 2020](#)
- [Transform our World](#)

Is GAP the right fit for you?

We are looking for someone who will enjoy the fun and mission driven culture at GAP. We deal with serious issues but take a positive approach to creating change.

Staff culture is incredibly important to us. We take great care to bring in people who reflect our values and who we know will thrive. If the below values really resonate and you have the skills we are looking for then we'd love to meet you!

Value	What this looks like	What we look for
We challenge the norm	Radical change is needed. We dare to think big and re-imagine how we live and work; to bring about real shifts in human behaviour and tackle systemic issues not symptoms.	Creativity and passion for tackling big hairy environmental and societal issues. Ability to think big.
We get stuff done	We work hard to have a real impact in everything we do. We aren't happy with talk, we want action, today.	Self-starters who are excited to propose their own direction and priorities - not just receive them.
We share openly	We are honest, straight talking and open. Whether data, ideas, projects or tools we seek to share and collaborate for bigger impact.	People who can see and share their weaknesses as well as their strengths. People who don't hide behind others or jargon. An openness to alternative ideas and points of view.
We look out for each other	We care about the planet and also the people who live on it. We have fun on our mission and make sure that no one gets left behind along the way.	People who walk the talk in their personal and work lives. Relationship builders with great networks they can draw on for support and ideas.