

# act:onaid Job Description and Person Specification

Job Title:	Climate Justice Coordinator		
Job Family:	Political and Programme Strategy		
Directorate/Cluster:	Political and Programme Strategy	Unit/Team:	Climate Justice
Grade and Salary:	Grade D	Contract Type:	Fixed Term (1 October 2024 - 31 December 2025)
Location:	Johannesburg, Nairobi or London are preferred, although locations with ActionAid offices willing to host may also be possible. Based in location country, working primarily online in collaboration with ActionAid country offices, with occasional country visits or other travel.	Budget Holder:	Yes <input type="radio"/> No <input checked="" type="radio"/>
Reports to: (incl matrix reporting)	Climate Justice Lead		
Direct Reports:	None		
Matrix Reports:	None		
DBS (CRB) / Police Check:	Yes <input type="radio"/> No <input checked="" type="radio"/>		
Role Overview:	<p><b>Role overview:</b></p> <p>As a member of the Programme &amp; Policy unit in ActionAid’s Global Secretariat, the role will involve supporting the Climate Justice Lead to strengthen and coordinate the ActionAid federation’s work on climate justice in national contexts and through collaborative activities that have international impact. S/he will particularly:</p> <ul style="list-style-type: none"> <li>• Support, align and advise country offices to deliver on the ActionAid federation’s policy, programme, project, and campaign objectives on climate justice. Provide and facilitate technical advice, capacity building, information-sharing and fundraising support. Promote ActionAid’s feminist and human rights-based approach as the basis for rooted programmes, projects, policy development, campaigning and working with social movements.</li> <li>• Coordinate collaboration and collective decision-making on joint activities, research, shared learning, and knowledge management. Develop and disseminate robust research and</li> </ul>		

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	<p>quality knowledge products for internal capacity building and external impact. Track relevant external developments and connect with external allies and networks on climate justice to strengthen ActionAid’s impact and learning.</p>
Areas of Responsibilities	Key Activities
<p><b>Strategic Impact and contribution</b></p>	<p><b>Coordination and capacity building:</b></p> <ul style="list-style-type: none"> <li>• Organise working groups and opportunities for sharing, learning, collaboration, discussion, capacity building, alignment and identification of priority focus areas across the ActionAid federation.</li> <li>• Provide and enable technical advice and support for country offices to deliver on climate justice programmes, multi-country projects, policy, campaigning, communications and fundraising objectives.</li> <li>• Promote ActionAid’s feminist and human rights-based approach, based on participatory methodologies that empower women and marginalised communities, as the basis of rooted programme work to inform policy and unleash powerful campaigning and mobilisations.</li> <li>• Support and facilitate interactions, learning, and collaboration within the Climate Justice and Policy and Programmes teams, as well as with other teams in the Global Secretariat including: Campaigns, Communications, Fundraising, Programme Quality &amp; Monitoring, Evaluation and Learning (PQ&amp;MEL)</li> <li>• Track relevant external developments (for example on UNFCCC, agriculture and energy) and occasionally facilitate collaboration with peer organisations and networks for impact.</li> <li>•</li> </ul>
<p><b>System, Policies and Procedures and Product Management</b></p>	<p><b>Research:</b></p> <ul style="list-style-type: none"> <li>• Develop and disseminate robust and quality research, publications, knowledge products, tools and case studies, in coordination with country offices.</li> <li>• Develop and manage terms of reference, contracts and other forms of engagement with researchers, academic institutions and think-tanks.</li> <li>• Provide support and feedback to countries on request, to enable high quality research and publications across the federation.</li> </ul>

	<p><b>Programme Quality, Monitoring Evaluation and Learning:</b></p> <ul style="list-style-type: none"> <li>• Facilitate participatory evaluation for AA country offices and teams, to strengthen delivery on climate justice programmes, multi-country projects, campaigning, communications and fundraising.</li> <li>• Support the Climate Justice Lead to identify, align and report on federation and Global Secretariat objectives.</li> </ul>
<p><b>Issue Resolutions, Crisis/Risk Management</b></p>	<p><b>Fundraising and donor engagement:</b></p> <ul style="list-style-type: none"> <li>• Support the Global Secretariat and country offices in development of new fundraising proposals.</li> <li>• Assist the Climate Justice Lead in managing relationships and reporting to donors.</li> </ul>

PERSON SPECIFICATIONS	
<p><b>Education and Qualifications</b></p>	<p>Relevant degree, Masters’ degree or equivalent experience.</p>
<p><b>Essential Experience</b></p>	<ul style="list-style-type: none"> <li>• At least 5 years’ work on climate justice issues, in a Global South context and/or with an international perspective.</li> <li>• Coordination of international organisations, federations and/or networks to develop, align and implement positions and strategies.</li> <li>• Experience working in or with programmes and communities in countries affected by climate change impacts.</li> </ul> <p><i>Desirable</i></p> <ul style="list-style-type: none"> <li>• Experience in: women’s rights; economic justice; renewable energy access; challenging fossil fuels, industrial agriculture, corporate control or false solutions; food sovereignty; environmental and human rights defenders; National Adaptation Plans (NAPs); Nationally Determined Contributions (NDCs); climate finance; climate-induced loss and damage; humanitarian response; tracking financial flows.</li> <li>• Experience working with social movements.</li> <li>• Communications and storytelling experience.</li> </ul>

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<p><b>Essential Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Knowledge and experience of any or all of the following issues: adaptation/ resilience/ agroecology/ land rights/ climate finance/ UN climate policy processes and/or women’s rights.</li> </ul> <p><i>Desirable</i></p> <ul style="list-style-type: none"> <li>• Knowledge of participatory methodologies based on ActionAid’s human rights based approach.</li> </ul>
<p><b>Essential skills</b></p>	<ul style="list-style-type: none"> <li>• Strong ability to network and build relationships with ActionAid country offices and other key stakeholders.</li> <li>• Ability to anticipate, coordinate and facilitate activities with colleagues.</li> <li>• Excellent written and communication skills in English, ability to inform and engage through written communication.</li> <li>• Basic skills in commissioning and managing applied research to inform development practice and/or to influence decision-makers.</li> <li>• High capacity for work output to meet tight deadlines and multiple priorities.</li> <li>• Well-developed strategic and analytical ability.</li> <li>• Demonstrated initiative, resourcefulness, problem-solving skills, flexibility, and cross-cultural qualities.</li> <li>• Energetic, enthusiastic, and interested in learning within a political, changing, and diverse work environment.</li> <li>• A strong commitment to develop, promote and practice ActionAid’s vision, mission, values, and strategy.</li> </ul>
<p><b>Language requirements</b></p>	<p><i>Desirable</i></p> <ul style="list-style-type: none"> <li>• Languages other than English including Swahili, Arabic, Portuguese, French or Spanish.</li> </ul>

People Management Responsibility		
<i>Approximate number of people managed in total</i>		
<b>1- Team members</b>	Individual contributor, no direct responsibility for leading others.	Yes



