



**Job Description: Surrey Climate Commission Assistant (temporary)**

<b>Job title:</b>	<b>Surrey Climate Commission - Assistant (temporary)</b>
<b>Job purpose</b>	To assist the Manager with organising and delivering the range of Surrey Climate Commission activities, including: supporting the network of community groups, webinars, news and communications, minute-taking, maintaining records etc.
<b>Line manager</b>	Manager – Jacquetta Fewster Surrey Climate Commission
<b>Hours</b>	Part Time, 1 day per week (0.2 Full Time Equivalent) = 7.2 hours per week, flexible work pattern.  Potentially some evening and weekend work (e.g. to attend events) Additional hours worked will be paid (overtime) if agreed in advance with line manager
<b>Term</b>	4 months from start date 4-week probation period. 2 weeks' written notice  <i>Note this is a 4 month contract. There may be scope for extending the contract depending on deliverables achieved and future funding.</i>
<b>Location</b>	Primarily home-based with occasional travel to communities and meetings as needed
<b>Salary</b>	£25,000 pa Full Time Equivalent, i.e. £5,000 pa for 0.2 FTE, which is equivalent to £416 per month

**Principal Activities**

Support the Manager (and Directors) to deliver the Business plan and activities of Surrey Climate Commission.

Specifically:

- Support the network of community groups and partners:
  - Coordinate the monthly e-news and other communications
  - Grow the e-forum membership and content. The e-forum is a shared resource for community groups.
  - Maintain the Commission's mailing list, and help grow the network
- Carry out administrative duties to ensure the smooth running of Surrey Climate Commission:
  - Take minutes and update actions for the monthly Management team meeting, and bi-monthly Core Group meeting.
  - Keep key documents up to date and securely filed on the OneDrive
  - Support the arrangement and marketing and follow-up of training events
- Other activities as needed, for example:
  - Respond to enquiries
  - Assist with setting up events and webinars
  - Carry out desk-based research
  - Other activities as needed

**Key skills and requirements:**

- Very well organised and able to work on own initiative, as well as within a small team, with a proven track record in delivering a busy and varied workload
- Relevant work experience in an administration / assistant role.
- Good communication skills, preferably with experience in talking to local organisations.
- Some experience of communication and marketing would be useful, e.g. writing articles and / or social media. Experience with MailChimp would help.
- Good understanding of the challenges and potential solutions of climate change

**Reporting to:** Jacquetta Fewster, Manager

**Accountable to:** Richard Essex, Chair of Surrey Climate Commission