Position: Events Associate

Location: London. Our offices are in the heart of the City, close to London Bridge. We occupy a small working hub on Bermondsey Street, which we share with other climate organisations.

Reports to: Senior Communications & Design Manager

Start date: As soon as possible

Organisation: The Carbon Tracker Initiative is a UK-based non-profit financial think-tank analysing the alignment of capital markets with international climate policy targets. “Carbon Tracker has changed the financial language of climate change.” (Guardian, 2014) – Amongst other awards CTI won the Guardian Sustainable Business Award for Innovation in Communicating Sustainability in 2014 and 2015.

Joining our team is an exciting opportunity to work with a talented team of people dedicated to our mission. As a member of the Carbon Tracker team, you will be able to develop a range of skills and build your network in the finance, public, NGO and foundation sectors. Carbon Tracker has established a reputation for producing first class research on the risk and opportunities of the energy transition, which we are promoting to decision-makers in the capital markets.

Summary: Primary responsibility will be to assist in managing and growing our event and webinar calendar and support the Communication Team’s varied and growing needs as the organisation expands, including helping produce and publish written and multi-media content through our digital communications channels such as website and newsletter, manage translations and support with daily ad-hoc logistical and administrative tasks.

A successful candidate will be highly organised, with excellent time management and a methodical approach to working on multiple tasks. They will be a team player who is adaptive and is comfortable working in a small team, whilst feeling comfortable taking ownership of their responsibilities and open to growing within the role.

Key Responsibilities:

Events

- Support event and webinar planning and execution – e.g. booking venues, travel and accommodation, providing on-site and virtual support, live-blogging, scheduling webinars, invoicing/budgeting
- Support event and webinar marketing e.g. preparing copy for social media, prepare schedule for social media posts, posting on social media, helping with organisation of translation and printing of materials
- Assist in managing team speaking engagements at international public events, workshops, roundtables, press conferences e.g. coordinating on logistics with event organisers
- Assist with administrative aspect of event organisation e.g. collating and maintaining calendar of events (on our CRM system Salesforce and in planning document), speaker pitches, and contact information
- Tracking and processing event feedback from attendees/colleagues/organisers
- Research mainstream events in the energy and finance sectors and pitch to event organisers
- Research award platforms/events and assist in the application for awards
Digital and other

- Assist in website maintenance – event listings, blogs, etc.
- Assist in collecting material, writing content and producing monthly newsletter
- Assist with formatting PowerPoints and related materials for internal speakers for events
- Assist with formatting Word and Excel templates for reports and charts
- Managing events and event contacts in Salesforce
- Support social media team on event-related content
- Proactively search for new digital tools and platforms e.g. content production and distribution
- Manage all event printing and inventory of reports, analyst notes, business cards, marketing materials, etc.

Desired skills:

- An interest in and understanding of climate and/ or finance related issues, particularly an understanding and commitment to the objective of Carbon Tracker to align capital markets with climate change objectives
- Experience in Adobe Suite – e.g. creation of GIFs, social media cards, banners, marketing materials
- Experience interpreting materials in order to develop, write copy and edit content
- Experience Video-editing – e.g. editing of video recordings from events and webinars
- Familiarity with Wordpress CMS (website content management system)
- Familiarity with Mailchimp
- Familiarity with posting and maintaining mainstream social media platforms
- Highly organised and methodical in approach to work
- Time management – able to work on multiple projects with competing deadlines
- Excellent written and verbal communication skills
- Flexible, proactive and able to multi-task
- Detail-oriented and able to take ownership of tasks with personal drive and to work with minimal supervision

Additional Information:

- Salary range £27,000 - £31,000 based on experience, plus pension contribution, 25 days holiday plus bank holidays with one extra day granted for service, capped at 5, opt-in cycle to work scheme, discretionary bonus (funding and company performance dependent).
- Carbon Tracker values diversity and equal opportunities; applicants are welcome from all suitably qualified candidates.
- Carbon Tracker can only consider candidates who are eligible to work in the UK.
- Carbon Tracker supports flexibility and we welcome career returners.
- Please email your CV and covering letter explaining how you would fit into the Carbon Tracker team to commsjobs@carbontracker.org. Applications without a covering letter or email will not be considered.
- The closing date for applications is 11th June 2021, but we may interview before the closing date.