

ActNowFilm Project Assistant

Future Leaders Programme 2024

Application form: <https://forms.office.com/e/qRyPq16EJy>

Application deadline: 11:59pm GMT on Monday 11 March 2024

Position with: Cambridge Zero, University of Cambridge

Manager: Elizabeth Simpson, Student Engagement Coordinator at Cambridge Zero

Location: Cambridge Zero office in Cambridge/Open to hybrid working*

*Please note that all project assistants on the Future Leaders Programme must be in person in Cambridge for the week commencing 15 July and the week commencing 2 September. If you are working remotely, you must be resident in the UK for the duration of your work.

Programme dates: 15 July to 13 September 2024

Project Overview

This project assistant will be supporting the 2024 delivery of [ActNowFilm](#), a youth voices film project produced by Cambridge Zero and the University of Bath Institute for Policy Research (IPR). This is an exciting opportunity for someone looking to get involved in an international youth climate project.

First launched in 2021, the ActNowFilm project has resulted in the production of three films: ActNowFilm; ActNowFilm: intergenerational conversations on climate change; and ActNowFilm: youth climate leaders in conversation with climate experts. These films were showcased at COP26, COP27 and COP28 respectively. The films aimed to enable young people from across the world to voice their concerns, personal experiences and demands in relation to the climate crisis to national and international decision-makers. Last year's film, ActNowFilm: youth climate leaders in conversation with climate experts, featured youth climate leaders in conversation with climate experts, including Christiana Figueres, Mary Robinson and Johan Rockström, among many others.

In 2024, we hope to produce a fourth edition of ActNowFilm and showcase this to a global audience at COP29. This is also a pivotal moment for the project as we begin to look at how we can create new educational programmes, in particular a training programme for young climate negotiators.

This project assistant will provide operational support to the ActNowFilm project team, including communications and administrative work. This may include email communications with participants in the film, creating content for the ActNowFilm webpage or social media accounts, scheduling filming, transcribing footage, taking meeting minutes and more. This project assistant will also have the opportunity to contribute to the creative direction of this year's film and the strategic direction of a potential new educational programme. Finally, the project assistant will produce an account of their experiences on the ActNowFilm team, for example in the form of a blog or short video. This project assistant will be working within the Cambridge Zero Education Team and collaborating with colleagues in Bath IPR, as well as with colleagues in other supporting organisations.

The University actively supports equality, diversity and inclusion and encourages applications from all sections of society.

Person Specification

Essential criteria

- This position is not degree specific, but applicants must have a knowledge of climate and environmental issues as well as a passion for the subject.
- Good visual presentation skills, experience of working with developing visual resources.
- Good interpersonal skills; confident in meeting and working with people from a range of backgrounds and disciplines.
- Ability to communicate complex concepts in a user-friendly way which is appropriate to the target audience.
- Well-developed organisational skills and the ability to establish and manage projects.
- Competent in standard Microsoft software packages e.g. Word, Excel, Outlook, Teams, PowerPoint.
- All applicants must be current or recent undergraduate students (graduated from their undergraduate degree within the last 12 months). The positions are open to ALL undergraduate students, not just students from the University of Cambridge.
- The successful candidate must, by the start of their employment, have permission to work in the UK.

Desirable criteria

- A particular interest in youth climate change movements, climate education or climate policy and governance.
- Experience writing articles or developing content for social media.
- Experience in creative projects or an interest in film production.
- Experience using Canva or a similar software.