

ActNowFilm Project Manager

This temporary assignment will principally support two projects. The key responsibilities for each are detailed below:

ActNowFilm

The ActNow Project Manager will be responsible for project management of the ActNowFilm, ensuring that the film is produced in line with the project's objectives; on time; and to budget and in line with our participant terms and conditions. This will involve working with the ActNow Project Co-Directors and the ActNow Project team to research and define the narrative of the film; support the logistics of filming remotely; and oversee transcription and any translations of the film. This will also involve supporting the production of events at COP29; applications for COP; and supporting the development and implementation of a consistent communications strategy for the overall project.

ActNowFilm Climate Negotiation Training Programme

The ActNow Project Manager will also be responsible for implementation of design and delivery of the ActNowFilm Climate Negotiation Training Programme. This will involve working with the ActNowFilm Project leads to identify a clear programme of training; a delivery mechanism for training; liaison with all trainers; communication with all participants; and delivery and monitoring of the impact of the programme.

Key responsibilities across both projects will include:

Project Management:

- Act as the key co-ordinator for the ActNowFilm and ActNowFilm Climate Negotiation Training Programme.
- Liaise with colleagues at Cambridge Zero, and the Institute for Policy Research at the University of Bath on these two collaborative projects.
- Manage the timeline and budget of both projects, liaising with Cambridge Zero, and the University of Bath for any purchasing requirements.
- Run weekly team meetings, providing agendas, ensuring minutes are shared and holding all team members accountable for deliverables and deadlines.
- Oversee the work of each project member to ensure it is on track and flag any challenges or concerns with project Co-Directors.
- Coordinate 'sign-off' process in each workstream and manage timeline in accordance. All sign off from project Co-Directors.

- Manage shared drive so that all documents are updated, filed and accessible.
- Ensure relevant terms and conditions are visible to participants and where necessary signed by them

Planning and Project Development:

- Develop the new ActNowFilm Climate Negotiation Training Programme based on the defined intended learning outcomes in collaboration with the Cambridge Zero Head of Education and Student Engagement and the Head of Policy Programmes and Communications at the Institute for Policy Research, University of Bath.
- Identify appropriate trainers from amongst the ActNowFilm Project stakeholders to provide training. Develop a clear brief for each workshop and work with these individuals to develop the workshops that they will deliver, including any break out and/or homework or marked elements.
- Arrange for filming and translation of all training workshops into all 6 UN languages.
- Ensure clear briefs for all film participants are designed and appropriate and shared in good time; that all filming is booked in and confirm once completed.
- Create and maintain participant / film schedule database, including how they would like to be credited, title, availability for filming and for COP events, etc.
- Manage transcriptions for film and any translations.
- Support COP application process

Communications:

- Ensure consistency in branding across all communications.
- Develop communications materials and promote the ActNowFilm Climate Negotiation Training Programme across relevant networks, ensuring consistency of messaging with the film project.
- Support media engagement activity at COP29.
- Ensure consistency in branding across all communications.
- Develop and maintain publicly available resources and materials, including ensuring a summary of project updates is included on the webpages (at Cambridge and Bath)

Impact Measurement and Monitoring:

- Ensure impact measurement of both projects is tracked on an ongoing basis against defined project objectives.
- Measure the success of the ActNowFilm Climate Negotiation Training Programme against defined intended learning outcomes.

- Track the total number of climate experts, young climate actors and the geographic spread of all involved and identify any additional impact measures.
- Capture qualitative measures of impact across the project including photographs, quotations, verbal and written testimonies and feedback.
- Generate an impact report covering each of the two projects for sign off by end of January 2025.

Internal and External Liaison:

- Foster and maintain effective working relationships with stakeholders, including relevant staff within the ActNowFilm Project Team, Cambridge Zero, the Institute for Policy Research and across the Universities, academics, and individuals at other institutions.
- Represent the ActNowFilm Project team at meetings with other members of the Universities and external organisations, as well as at external events
- Act as main point of contact with the film company and handle any requests including music. To relay to relevant or all team members.
- Support on liaison with all project partners led by Cambridge Zero Head of Education and Student Engagement and the Head of Policy Programmes and Communications Institute for Policy Research at the University of Bath.
- Act as a main point of contact for all external speakers and delivery partners of the ActNowFilm Climate Negotiation Training Programme.

Person Description

- Excellent planning and project management skills (Essential)
- Ability to manage own workload and prioritise competing tasks (Essential)
- Excellent written and verbal communication skills (Essential)
- Experience of budget management, including monitoring expenditure against income (Essential)
- Strong stakeholder management skills (Essential)
- Experience of working in a climate and/or sustainability related role (Desirable)
- Knowledge of international climate policy (Desirable)
- Experience of developing virtual educational training programmes (Desirable)
- Experience of developing film production projects (Desirable)
- Experience of impact measurement for engagement programmes (Desirable)

- Strong visual communication skills and experience with communicating via social media (Desirable)

Assignment Details

May 2024 – Jan 2025

Grade 7 (£17.81/hour)

As this is a temporary assignment with limited funding, it will be administered through the University of Cambridge's Temporary Employment Service. Cambridge Zero will advertise the assignment and interview candidates and the successful candidate will be asked to register with the Temporary Employment Service.

The appointee will need to be resident in the UK for duration of this assignment.

The University has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Therefore, if you are made an offer of employment, this will be subject to the University verifying that you are eligible to work in the UK before you start work.

To apply please complete the online form and email a cover letter and CV to info@zero.cam.ac.uk, detailing your experience and suitability for this assignment by midnight on Wednesday 10th April.

Interviews will take place virtually in the week commencing 15th April.

If you have any questions, or would like more information, please contact; info@zero.cam.ac.uk and include ActNowFilm Project Manager in the subject line.