



A physical and virtual Resilience Hub at COP29

# Terms of Reference

**Senior Programme Manager for the Resilience Hub at COP29**

**Contract dates:**

**April 2024 – January 2025**

# COP29 Resilience Hub

Azerbaijan, 11 – 24 November 2024

## Background to the Engagement

GRP is one of the seven managing partners of the Resilience Hub, which is an inclusively built virtual and physical space that aims to mobilise greater levels of ambition and action on building resilience to climate change. It serves as the home to the Race to Resilience campaign at COP, representing over 1,500 non-state actors taking action on resilience around the world. The Hub was launched at COP26 in Glasgow, the first time climate resilience had a physical home at a COP, with over 10,000 virtual and physical participants. Following the success at placing resilience on the global climate agenda in Glasgow, the Resilience Hub returned for COP27 in Sharm El-Sheikh and COP28 in Dubai and will continue to run on annual basis at UNFCCC COPs (more information on Resilience Hub is available [here](#)).

## Roles & Responsibilities

The primary objective of the consultant is to manage the planning and operational delivery of the overall Resilience Hub programme for COP29. The consultant will be responsible for liaising with partners and stakeholders at all levels to ensure that a comprehensive, diverse, engaging and well-structured programme is implemented.

## Hours of work

### PRE & POST COP:

This is a full-time (remote) position. April 2024 - January 2025

### DURING COP:

The consultant is expected to be available to attend COP29 (11<sup>th</sup> – 24<sup>th</sup> Nov)

## Core tasks & responsibilities

Coordinate with Thematic Oversight & Theme Leads to curate a clear, detailed and engaging programme that aligns with the Resilience Hub objectives for COP29, taking into account the hybrid nature of the events and the virtual components of the programme.

The following is a list of expected responsibilities to be covered by the Senior Programme Manager. This is not an exhaustive list and some tasks may change depending on need:

### Programming:

- Collaborate with the Thematic Oversight and Key stakeholders to develop and maintain a comprehensive, detailed plan for the delivery of the Resilience Hub programme for COP29, ensuring that programme format and themes are prioritised.
- Collaborate with the Thematic oversight to identify & onboard theme and session leads (including the management and coordination of an external EOI process for programming sessions for Resilience Hub COP29).
- Engage in programming coordination with Theme Leads to establish event content & format to help ensure sessions are engaging and interactive.
- Provide a detailed programme management structure to all programme workstreams and tasks, including setting timelines & deadlines, prioritising tasks, and assigning team members to various deliverables

- Ensure that key programme decision points are identified and scheduled for Thematic oversight & Management meetings, with appropriate programme information provided to facilitate effective evaluation and decision making
- Attend regular Management & Steering Committee meetings and provide detailed updates on Programming workflow
- Lead on external programming calls (with support from Events team) with Theme Leads and Session Hosts to provide relevant updates, facilitate group discussions to progress event curation and provide clear deadlines and next steps
- Work closely with the Sponsorship Coordinator and Regional Hub Coordinator to ensure their programming requirements are incorporated into the Resilience Hub programme (including management of Sponsor speaker recommendations and sponsor standalone programming sessions)
- Oversee and continuously review the Resilience Hub Programme, ensuring that proposed organisations, sessions and content aligns with the Resilience Hub objectives.
- Drafting and finalising of the Resilience Hub programme to be circulated and signed off by relevant stakeholders
- Work closely with the Communications team to ensure that all programming elements are integrated into the communications plan (pre, during and post COP) and that the published programme / agenda is kept up-to-date and accurate across all live platforms
- Assist with exploring avenues to secure Blue Zone passes for COP29
- Carry out post-COP & debrief tasks as required

**Engagement:**

- Create a detailed workplan for proposed deliverables which consider (but are not limited to): Youth & Influencers engagement, Illustrators, podcasts, networking / pavilion engagement. Taking into consideration in person and virtual attendees when planning and consider both pre & during COP29 for engagement elements.
- Manage artistic/engagement budget, ensuring all secured activities are delivered within the specified budget. Keep all associated costs up-to-date and accurate and accessible for the Project Manager.
- Secure and onboard all suppliers/contractors for artistic/engagement elements of the Resilience Hub (including creating ToR's and service agreements).
- Manage the Artistic & Engagement Coordinator and their workload/tasks as required (this role will provide support to the Programming Manager).

**Qualification requirements:**

- Proven track record of carrying out outlined tasks within a similar role;
- Organisation and project management skills, with proven ability in prioritising workloads and meeting deadlines;
- Adaptive, independent and works well as part of a multi-disciplinary and fast-paced team in a complex international environment;
- Interest in and a comprehensive understanding of the Resilience Hub is desirable;
- Excellent ability to express oneself in English, both orally and in writing;
- Availability to travel to and attend COP29 in Azerbaijan for the duration (11 – 24 November)

**Management arrangement:**

- Reports to the Resilience Hub Project manager and GRP CEO
- Is part of the Resilience Hub Programming Team, working in close coordination with the entire Resilience Hub Project Team
- Working remotely

**Competitive salary on offer depending on experience.**

**Contact:**

For role-specific questions please contact Resilience Hub Project Manager Sarah Clarke [sclarke@globalresiliencepartnership.org](mailto:sclarke@globalresiliencepartnership.org). The deadline for applicants is 05 March 2024, however we are reviewing applications on a rolling basis and encourage you to apply as soon as possible.

**Application:**

Please submit your CV (2 pages max) and cover letter (1 page) via [this form](#). In your cover letter please describe what motivates you to apply for this job and why you think you will be a good fit into the dynamics of the Resilience Hub .

***We look forward to receiving your application!***