JOB DESCRIPTION:

Climate Change Resource and Partnerships Coordinator (RPC)

CARE International Poverty Environment and Climate Change Network (PECCN)

Job Summary
The Climate Change Resource and Partnerships Coordinator (RPC) forms a core member of the secretariat for the CARE International Poverty Environment and Climate Change Network (PECCN). The post reports to the PECCN Secretariat Director and works closely with other PECCN Secretariat team members and CARE International staff. The RPC is responsible for supporting and coordinating climate change related resource mobilisation and partnership activities. The core RPC activities are guided by the new CARE climate change strategy (CCCS) and PECCN Secretariat business plan (BP).

1. Background
PECCN focuses on the interface between poverty and environmental issues that affect poor and vulnerable people. PECCN is a mandated CARE virtual Centre of Expertise (CoE) and an active virtual network for all CARE staff that have an interest in poverty, climate change and environment linkages. PECCN now focuses most of its efforts on climate change as the biggest environment and development issue of our time and the greatest threat to CARE’s mission of fighting poverty and social injustice. Current thematic topics include climate change adaptation and loss and damage and the linkages with emergencies and disaster risk reduction, climate change-agriculture and food nutrition security, climate finance, gender and climate change and low carbon development with a focus on REDD. In addition to thematic topics, PECCN also has a range of core functions including communications and media, advocacy, learning and knowledge management, programme development and resource mobilisation and partnerships development. CARE is active in a range of climate alliances including the Climate Action Network (CAN) and the Global Gender Climate Change Alliance (GCCA).

The overall strategy for CARE on climate change including thematic priorities and functions are defined by the new climate strategy, which focuses on facilitating the collaborative engagement of CARE Country Offices and CI Members on programming and advocacy issues and topics of common interest and concern (see www.careclimatechange.org for details of CARE climate change activity). Core activities of the PECCN secretariat are guided by the PECCN Business plan. This new post works closely with other PECCN secretariat core staff as part of a virtual team including regional climate coordinators, a programme coordinator, a communications coordinator, a learning knowledge management coordinator, advocacy coordinator and other staff across CARE.

Tackling climate change is well beyond the means of any one organization. Responding effectively requires increased collaboration and developing new opportunities for a range of strategic partnerships both with governments, the private sector, development agencies, foundations and trusts, other NGOs and research agencies to name but a few. The climate change RMPC will lead and coordinate the PECCN secretariats global efforts to identify and strengthen strategic resource mobilization and partnerships across a diverse landscape of stakeholders. The post will directly focus on strengthening linkages between key agencies and actors working on climate change and support CARE to better mobilise new and additional resources and partnerships in its fight against climate change. The post will work closely with the PECCN secretariat and PECCN network but also through the relevant channels in the CARE family at regional, national and international levels. The RPC post will play a lead role in designing, implementing and leading the resource mobilisation and partnerships strategy.
2. Accountability and reporting
The RPC post is a key member of the PECCN Secretariat and reports directly to the Director of PECCN. It is essential for this post to develop and maintain close working relationships with the PECCN secretariat and CARE network staff including programme, communications, advocacy and fundraising across CARE.

3. Home and office base
As with other positions in the PECCN Secretariat, CARE is willing to be flexible on home and office base. However for this position it is essential that the position be based in a region with good international travel access and with close links to major regions and cities where strategic partners are located. Ideally this post will work closely with a CARE international office. To ensure effective and efficient operation of the PECCN Secretariat virtual team it is crucial that all PECCN Secretariat Staff are able to join virtual team meetings on a weekly basis and willing to travel extensively – up to 30% time, but also recognising the need to reduce our carbon footprint.

4. Profile
- Minimum qualification of a Master’s degree in a relevant discipline
- Minimum five years of working experience, including:
  - Substantial experience in international development in the context of climate change with a focus on any of the following areas: adaptation, climate finance, smallholder agriculture and food security
  - Skilled in synthesizing and sharing complex technical information and opportunities with a range of stakeholders in pursuit of resource mobilisation and partnership objectives
  - Substantial experience in strategic resource mobilisation, partnership development and working collaboratively with multiple stakeholders
  - Knowledge of key national and international institutions, frameworks in support of resource and partnership mobilisation
  - Substantial experience of living and working in developing countries
- Knowledge of working in complex international networks an advantage
- Ability to work remotely but also as part of a global team
- Second languages an advantage

5. Responsibilities and tasks
**Responsibility 1: Leadership and coordination of CI’s climate resource mobilization and partnership development strategy (40% time)**

Working closely the CARE climate strategy and PECCN business plan and with oversight from the PECCN Director to facilitate the overall development and implementation of the CARE climate related resource mobilization and partnerships strategy -this entails:

- Serving as a CARE focal point on climate change related fundraising and partnerships across the CARE family
- Proactively providing PECCN and CI Members information on emerging trends and opportunities in international climate change funding and partnership opportunities.
- Convening an informal CARE working group on climate resource mobilisation and partnerships
- Work closely with all the PECCN secretariat staff to identify and support regional and thematic resource mobilisation and partnership activities.
- Developing and implementing the resource mobilisation and partnerships strategy guided by the CCS and PECCN business plan
- Working with CARE members to build capacity and develop proposals on climate related funding including screening and prioritization in line with the CCS and PECCN BP
- Supporting CI Member fundraisers and programme staff to identify and attend meetings with likely partners and donors and attend where necessary
• Supporting, and in some cases leading the preparation of high-priority concept notes and proposals.
• Building relations with multi-lateral and bi-lateral organisations and philanthropic foundations

**Responsibility 2: Supporting climate change regional coordinators and thematic leads (30% time)**
• Working with the PECCN Regional climate advisers and thematic leads to identify, prioritise and develop new partnerships and resource mobilisation opportunities
• Building the capacity of Country Office (CO) representatives involved in climate resource mobilisation and partnership development.
• Support development of the regional and thematic strategies on resource mobilisation and partnerships

**Responsibility 3: Supporting Communications (10% time)**
• Develop and disseminate targeted CARE climate communications products together with the communications coordinator to explain CARE experiences and opportunities on climate change
• Building the capacity of CARE Country Office (CO) representatives involved in climate resource mobilisation to also develop and disseminate a range of targeted communications products that strengthen resource mobilisation and partnership development.
• Support development of the Communications strategy on partnerships and resource mobilisation

**Responsibility 4: Supporting Advocacy (10% time)**
• Working together with the Advocacy coordinator to explain shifts and trends on climate change financing, resource mobilisation and partnerships in order to ensure alignment with CARE climate policy and advocacy.
• Support development of the Advocacy strategy on partnerships and resource mobilisation

**Responsibility 5: Supporting learning knowledge management and capacity building (10% time)**
• Working with the PECCN Learning and Knowledge Management officer (LKM) to contribute to CARE’s learning process on resource mobilisation and partnerships
• Building the capacity of Country Office (CO) representatives involved in climate resource mobilisation.
• Support development of the learning and knowledge management strategy on partnerships and resource mobilisation