



THE ACTION OF ONE

IcebreakerOne.org

Icebreaker One Core - Project Support

Contract:	Permanent
Location:	Flexible (working from home with some travel)
Days:	Full time (nb: we operate a four-day working week)
Rate (employed):	c£28k

About Icebreaker One

We are a diverse collection of like-minded people whose expertise spans policy and science, finance and engineering, data and systems—working together to tackle one of the greatest challenges of our time. We need your help.

Our mission is to make data work harder to deliver net-zero outcomes.

Our approach

Fundamental to the success of our programmes is that solutions are developed in collaboration with the sector, for the sector and by the sector.

Our [Icebreaking](#) approach underpins all our work and feeds into continuous iterative development.

Research sits at the heart of our systems-based approach and spans climate, finance, policy and industrial sectors (e.g. energy, water, transportation, built world, agriculture).

Our Data Services team deliver market-facing services, including [Trust Frameworks](#) and <https://opennetzero.org>.

Our Membership, Community and Communications teams develop strategies that allow us to work in open, transparent ways and continuously seek industry feedback.

All work is delivered using an agile-based, modular and iterative approach that includes continuous feedback from research and open consultations. Feedback and documentation are published alongside responses and actions taken on our website.

All outputs, reports, developments and deliverables undergo internal quality assurance. Early-stage research is presented in a weekly Show and Tell for internal, external and peer feedback; fortnightly heartbeat sessions with clients and funders, checks on direction of travel and shows work early; sharing draft materials for feedback is core to our process.

Outputs, reports and deliverables are drafted by the Research team, collectively reviewed and edited by the project team and project manager, and ultimately signed off by the Programme Director and CEO.

Our project management teams ensure that quality work is delivered to agreed timeframes, meeting weekly to ensure team coordination, with ad hoc meetings as required. Project management teams work closely with researchers and project team members through daily stand-ups, weekly status meetings, weekly research meetings, consistent task and deliverable tracking using Jira, constant communication with as-needed meetings, and Slack workplace communications tool.

Constellation

Constellation is a meeting point, connecting like-minded individuals who share the values of community, collaboration and the ambition of getting to net zero, faster.

It is made up of individuals representing a personal interest who are committed to:

- contributing to and promoting Icebreaker One's mission and values;
- open collaboration and network thinking;

The role

Reporting

Responsible for supporting the delivery of projects through working closely with the Programme Director, Senior Project Manager and Account Manager.

Liaise and collaborate with other members of Icebreaker One (IB1) to help ensure the successful delivery of IB1's research and development projects.

Supporting the Head of Community in the administration of IB1 constellation

Responsibilities

- Project administration – creating meeting templates, slide decks, and documents. Taking meeting minutes, cleaning up of the notes afterward (for easy reading)
- Summarising post-meeting notes for website publication
- Supporting project team in running Advisory Group meetings – setting up, taking minutes, cleaning of notes, summarising outputs
- Advisory Group administration – creating zoom meetings, managing calendar invites and attendee tracking lists, and preparing relevant materials
- Writing and publishing project announcements and updates
- Public webinar administration: organising panellist briefings, preparing slide decks, setting up eventbrite & calendar invitations, Zoom administration
- Assisting the project manager with task management using the Jira tool and preparing meeting agendas
- Writing/summarising, coordinating and sending Advisory Group / Steering Group pre-emails and post-event follow up emails
- Monthly memo - updating across programmes with IB1's content team
- Constellation -
 - Creating documentation to support the overall process of managing our constellation and maintain a database of members
 - Connecting with experts, members and stakeholders to join
 - Support & scheduling of in person and virtual events
- Additional ad hoc tasks as appropriate for projects

Results

- Ensuring the smooth running of IB1 projects and meetings

Knowledge, Skills, Experience

Demonstrable experience of:

- Attention to detail and administrative skills
- Working with and in support of a group of team members
- Highly organised and capable of managing time and tasks effectively
- Familiar with using and applying Google Suite/Workspace, Slack, Zoom, social media and other tools for working remotely and in the open
- The ability to work in a collegiate, collaborative and open environment

Are you an Icebreaker?

The organisation has been built from within and intends to continue to do that in the future to encompass all flexibility - that's in our DNA and that's what makes us different.

Icebreakers have the energy, passion and tenacity to deliver the purpose of wide-ranging challenges. On top of that, it is not just about what you can do but it is about how you do it as a member of the IB1 team. Online or in person we are all part of and will work together for the benefit of the Icebreaker One team and wider constellation.

Our aim is that everyone's team user experience (TUX) is about shared problem solving in open, collaborative and non-confrontationally challenging ways. We work in a supportive environment so that we can do and make things as best as we possibly can.

Icebreakers work with us on, sign up to and strive for the following in what they do and how they behave with their fellow Icebreakers and our wider community:

- A collaborative and collegiate approach - we are open by default - in a fast paced environment.
- It is what you can bring and what you want to achieve mixed with enthusiasm and a desire to do that alongside and not at the expense of others. This includes a willingness to help out and get stuck-in with any other reasonable tasks for your project that help us to achieve the deliverables.
- Appropriate use of feedback channels to share up front and friendly feedback - good friends honestly and fairly critique what each other does and it's ok to agree to disagree.

The benefits of being an Icebreaker?

- **Flexible working** - to help you work around your needs and commitments we don't have work or have meetings booked on a Friday!
- **Remote working** - we may all be working remotely but it doesn't get in the way of us working closely. Regardless of whether working remotely is by choice or by necessity - daily standups and regular work and non work related hangouts mean you are not alone.
- **Supportive working** - Bring and share what you know as you'll be working with people willing to learn and share knowledge and support from getting the most of the virtual / remote TUX through using GoogleDocs/GSuite to show and tell sessions ranging from essential research to sharing pictures of Christmas trees!

Apply today

Please note that before applying you will need to ensure you have the right to work in the UK and can provide documentary evidence of this.

Email a CV or links to pages that show us what you have done and can do to help us to achieve our mission to **jobs@icebreakerone.org**

Applications must be received by 0900 BST 12th August 2024.

As a team, we are committed to equality and creating an inclusive culture with diverse and balanced backgrounds. We actively encourage applications from everyone and will help to support you to reach your full potential and to be yourself in a working environment based on dignity, respect and mutual support. If you have any queries or need any advice or adjustments at any stage of the recruitment process please contact us at the email address above.