

CLIMATE CHANGE ALL CHANGE

Empowering the next generation to design a better future

Job Opportunity: Project Manager (Part-Time)

Join an Exciting Charity at the Forefront of Climate Education

About Us

[Climate Change All Change \(CCAC\)](#) is an innovative charity on a mission to empower the next generation to confront the climate crisis head-on. Through our national primary schools programme, we bring together education, design, and climate action to inspire young people to become leaders in mitigating and transcending the effects of climate change. After successful pilot projects, we're expanding, and we need a diligent **Project Manager** to help us grow.

Position Overview

As the **Project Manager** at CCAC, you'll play a pivotal role in the expansion of our flagship schools programme, working alongside educators, designers, and our senior development team. Your ability to organise, lead, and streamline operations will directly support our charity's mission. This is a part-time role (22.5 hours per week) with flexible remote working options, but occasional in-person meetings in London and at primary schools across the country. The candidate will need the skills and ambition to take on a wider and / or more focused role as CCAC grows and evolves.

Key Responsibilities

- **Project Coordination:** Lead the growth of our primary school co-design programme, ensuring that processes and systems are in place to support expansion.
- **Collaboration:** Act as a key liaison between our senior team and partners, including schools, designers, and educators.
- **Fundraising and Sponsorship:** Support our fundraising efforts by identifying opportunities and assist in securing sponsorships to sustain and expand our work.
- **Operational Support:** Provide essential administrative and operational assistance to the lead team, keeping the charity's diverse activities on track.
- **System & Process Development:** Refine and implement effective administrative systems and processes to ensure smooth and efficient operations as CCAC scales up.

Essential Skills & Attributes

- **Passion for Sustainability, Design, and Education:** A genuine interest in these sectors and some experience within at least one of them.
- **Strong Communication:** Excellent written and verbal communication skills, with the ability to engage and enthuse a diverse range of partners.
- **Organised & Reliable:** Ability to manage multiple projects, keep things orderly, and follow through on tasks.
- **Problem-Solving:** Ability to think critically, conduct research, and implement findings to improve our programmes.
- **Work Ethic:** A proactive, reliable approach with a strong commitment to delivering high-quality work.

Desirable Attributes

- Experience working with charities, not-for-profits, or small-to-medium enterprises
- Familiarity with digital systems (e.g., PowerPoint, InDesign, Photoshop, Excel, Generative AI) and social media platforms
- Understanding of PR and comms and the ability to liaise with specialists in the field

Details

- **Contract Type:** Part-time (3 days / 22.5 hours/week)
- **Location:** Remote (London-based with occasional in-person meetings/visits)
- **Salary:** £23,985 per annum (£40,000 pro-rated for part-time)
- **Start Date:** February 2025 (dependent on notice period)
- **Closing Date for Applications:** 31st January 2025
- **Interview Date:** w/c 10th February

How to Apply

If you're ready to make a meaningful impact in the world of education, sustainability, and design, we'd love to hear from you. Please send your CV along with a covering letter to linda@cc-ac.org, detailing why you're a great fit for this role and highlighting any experience you have in supporting the growth of an organisation.

Please note: Applications that do not follow this application process will not be considered.

Why Join Us?

At CCAC, you'll be part of an inspiring, mission-driven team working to tackle the climate crisis by educating and empowering future leaders. If you have the ambition, skills, and passion to make a real difference, this is the role for you.