Call for Consultant - GCHA Policy Coordinator

16 July 2024

The Global Climate and Health Alliance (GCHA) seeks a policy coordinator to support GCHA’s work to influence climate and health policy making. In this role, you will have the opportunity to contribute to policy engagement and advocacy that advances action on climate change to protect and promote people’s health.

Title: GCHA Policy Coordinator
Location: Remote virtual
Start Date: August 1
Location: Remote/virtual, time zone compatible with team members in the Americas, Europe and Africa
Scope: 40-100% time, 1.5-2 year contract, continuation dependent on performance, funding, and GCHA needs.
Posted: 10 July 2024

About GCHA: The Global Climate and Health Alliance (GCHA) works at the forefront of a growing global movement of health professionals and health and development organisations dedicated to promoting a healthy, equitable, and sustainable future for all. We address the climate crisis through evidence-based advocacy, policy, movement building, research and strategic communications. With 180+ organisational members from 6 regions and over 40 countries, the Alliance co-chairs the WHO-Civil Society Working Group on Climate & Health, and collaborates with organisations and agencies around the world to bring influential health voices to national, regional, and international decision making on climate change and development. The GCHA secretariat is a small team with a large mandate: building the health movement to tackle the climate crisis and preserve a healthy home for humanity.

Position in Brief:
We are looking for an organised and energetic individual to support all aspects of GCHA’s policy engagement, as part of the GCHA policy team. The Policy Coordinator will play a key role in stakeholder coordination for policy advocacy, support preparation of policy briefs and submissions, meeting support, and supporting GCHA’s stakeholder capacity building activities. The Policy Coordinator will play a vital role in increasing GCHA’s ability to spearhead policy engagement by the health community at the national and international level.

Overview: Core to GCHA’s mission is working to influence climate and health policy making to ensure the people’s health, around the world, is protected from the worst impacts of climate change, and benefits from the opportunities to improve health through climate action, and integration of climate and health policy. GCHA was founded in 2011 by a handful of health organisations that had been independently working to influence international policy on climate change to protect health. They came together
to establish the Alliance because they realised that to have an impact, the health community needed to build a strong, collective voice and bring that voice to bear to influence multilateral policy processes like the UNFCCC and the World Health Assembly, and the national policy making that is essential to implementing international commitments. Since then, GCHA has become recognized as the leading convener and facilitator of health civil society engagement in climate policy making and at UNFCCC meetings.

To play this role, GCHA must understand both the policy and political space in which climate decisions are getting made, alert and inform interested health stakeholders when there are key opportunities to meaningfully engage, and facilitate that engagement. This requires being informed, well-organised, supportive when working with health stakeholders (most of whose primary jobs are not climate-focused), and effective at delivering interventions in the form, at the time, and through the mechanisms required to reach their target decision makers. The GCHA Policy Coordinator will play a vital role in this piece of our work.

**Major responsibilities:**

There are a range of activities that go into delivering policy impact, including everything from preparing policy briefs, submissions, and joint messaging and for stakeholders to use when reaching out to their government contacts, to organising capacity-building webinars and coordination meetings, to mounting strategic side events at key events such as COP, the SB meetings in Bonn, or World Health Assembly. GCHA is an alliance, and is most effective when we bring together members, partners, and other stakeholders to work in coordination to influence change. This can require particular investment in relationship management. The Policy Coordinator will make important contributions to this work by deepening GCHA’s engagement on ongoing policy issues, supporting coordination of the health community engaging in COP and SB policy preparations - especially those seeking to attend in person, and by contributing to the preparation and sign off of joint policy messaging and submissions.

This position will report to and work closely with the Policy Lead, and will work regularly with other team members including the LAC Liaison Officer, the Clean Air Liaison, and the communications team.

The successful candidate will be policy-minded; will be proactive, well-organised and able to manage project details effectively; will have good writing and communications skills; and will get satisfaction out of helping our stakeholders be more effective policy advocates to advance policies that protect climate & health. Rigour and attention to detail regarding use of evidence, policy nuance, and stakeholder sign-off will be essential.

Due to the international and networked nature of GCHA’s mission and the rhythms of our activities, there will at times be a need to work outside of business hours in your geography.

**Responsibilities:**

Support joint policy brief and joint submission activities
- | Support Policy Team in its work coordinating and preparing joint policy briefs and policy submissions |
- | Help with brief drafting |
- | Help coordinate stakeholder feedback and input, and brief revision |
- | Manage collection of sign-ons and logos for jointly endorsed briefs |
- | Liaise with communications team and shepherd briefs through layout process as needed |
Support preparation of policy webinars and side events

- Under direction of Policy Lead or as directed, with others in the policy team, set up Zoom registration, draft event concept and event summary, support speaker outreach and preparation.
- In the case of side events, track submission process and support coordination with co-hosts; assist in securing venue and other logistical matters; work with comms team on drafting of event promotion materials.
- Arrange interpretation.
- Prepare materials.
- Ensure meeting follow up, with speaker thank yous and follow up email to participants.
- Attend zoom events and where applicable in person events to provide support during the meeting.

Develop knowledge of one negotiating stream or policy area

- Engage with key stakeholders and networks to deepen GCHA’s knowledge of developments on this issue
- Lead preparations of GCHA's policy positions and submissions on this topic

Support policy capacity and coordination

- Coordination of event scheduling and registration management
- Supporting preparation of presentation slides and meeting materials
- Ensuring meeting follow up - notes, recordings, materials
- Liaise w/stakeholders who may have follow up questions or needs
- Track stakeholder engagement as directed by Policy Lead and/or Networks and Engagement Lead
- Manage the matching of available badges for COP and SB meetings with individuals who are seeking to attend.

Serve as point person for the Policy Team to support communications about policy issues

- Serve as the liaison to the Communications Lead to ensure activities - events, briefs and submissions, advocacy focus area - are reflected on the GCHA website, in social media, and in broader stakeholder communications.
- At the busiest times, help 'connect the dots' to reduce time demands on Policy Lead and others on the Policy Team, while getting existing information into the hands of the Communications Team.

General qualities/competencies:

Competencies

**Essential**

- Bachelor’s degree or higher.
- Previous involvement in policy influence or advocacy, e.g. active participation in policy influencing at UNFCCC or other multilateral meetings, engagement with national policymakers, or preparation of policy submissions and consultation responses.
- Experience in stakeholder engagement and coordination.
- Use of or experience in policy relevant research or research translation.
- Strong written and verbal communication skills in English.
- Experience and strong capacity to work virtually, using platforms such as Zoom, Google Docs /Drive, Asana, WhatsApp and Slack.

**Desirable**

- Fluency in other languages, especially Spanish, Portuguese, and/or French.
- Ease and aptitude for learning and using digital technology to solve problems and build processes.
- Experience using a contact management system is a plus (we use EveryAction, it’s similar to Salesforce). If not already experienced in this, you will be trained on the job in EveryAction.
Qualities

- Organised, proactive, and with a strong attention to nuance and detail.
- Comfort communicating with international partners, working cross-culturally, including where English is frequently a common language but often not each person’s first language.
- Self-directed, responsible, proactive and accountable - successfully working remotely requires the ability to work independently, communicate well, ask good questions, anticipate needs and present solutions.
- Adaptable and willing to engage in a broad range of activities to support organisational requirements.
- Passionate and enthusiastic about the work and the issues - we are a mission-driven organisation working to interrupt the climate crisis and ensure a healthy and safe future for humanity.

Other considerations:

- **Location**: This is a remote position, open to candidates able to work hours reasonably overlapping 7:00 am- 2:00 pm Pacific Time / 2:00 pm - 9:00 pm GMT.
- Position will require 1-2 regular meetings/week within the GCHA team, regular meetings with the Policy Lead, and may require stakeholder meetings widely outside work hours in your timezone to accommodate partner time zones around the world.
- This is a consultant position and you will provide your own computer, materials and supplies.
- Contract is offered for 18-24 months (depending on date of hire and weekly work hours). Continuation depends on performance, available funding, and the needs of the Alliance.
- We value having an internationally diverse team.

To apply: Please fill out this Application Form, and upload your cover letter, and a CV or resume, to it.

*Working with GCHA offers the opportunity to work as part of a small, close-knit team with global reach and influence, and to work directly with partners around the globe on the intersection of climate change and health to make a better world for all.*