



QUNO

Quaker United Nations Office

JOB TITLE: Programme Assistant, Climate Change and Sustainability
LOCATION: Geneva, Switzerland
DURATION: 1 September 2020 to 31 August 2021 (of which the first week is expected to be an induction process in the UK)

The Quaker United Nations Office works from a belief in the inherent worth of every individual. This leads us to work on climate change as a peace and justice concern. This is a junior professional role for a person with an interest in international affairs and the United Nations and an alignment with Quaker values. Working primarily as an assistant to QUNO's Representative for Climate Change, the Programme Assistant will gain experience of how we work on climate change, sustainability and rights-based approaches in multilateral processes. It is possible that from January 2021 the assistant will also provide support to QUNO's Representative on Sustainable and Just Economic Systems.

Background

The Quaker United Nations Office (QUNO) in Geneva and New York seeks to bring Quaker peace and justice concerns to international processes through its programmes in peace & disarmament, human rights & refugees, human impacts of climate change, and sustainable & just economic systems. Our style of work is grounded in "quiet diplomacy". This includes providing intellectual and physical space for building understanding, exploring alternatives, providing information and helping change attitudes through off the record informal small-group conversations among diplomats, UN staff, NGOs and those in the field. In addition, we use our general consultative status at the United Nations Economic and Social Council at related international bodies to make oral and written statements based on our research and expertise.

The Human Impacts of Climate Change Programme began in 2013 with quiet diplomacy efforts to build communication between a diverse group of climate negotiators at the UN Climate Conferences. This work continues, in addition to wider multilateral involvement on climate change as a peace and justice concern, and more recently, on sustainable and just economic systems. We also publish briefing papers, organise side events, give talks to Quaker and other grassroots communities, and seek innovative ways to engage people on the urgency and seriousness of climate change, and sustainable economic systems, as a moral call to conscience.

Duties and Responsibilities

The post comprises programme specific responsibilities and general responsibilities as follows:

1) Programme work with Human Impacts of Climate Change (HICC)

Assisting the Representative for Climate Change (who is based in Bonn, Germany) in her work, including:

- support of current priorities, including communication of climate science and

ethical consequences; rights-based approaches to climate action; sustainable lifestyles; and transformative economic and social paradigms to help address root causes of climate change and other related environmental crises.

- research and writing support on the above areas of work
- writing internal notes and reports
- collecting, reading, analysing, sorting and filing documents
- attending and reporting on UN, NGO and other meetings in Geneva
- assisting in organising and participating in meetings at Quaker House, the Bonn office, and elsewhere
- responding to enquiries by letter, email and telephone
- acting as main link person between the Representative for Climate Change and Geneva-based staff, including facilitating her participation in virtual meetings.

Depending on funding and other programme opportunities, the work will probably include:

- helping to prepare submissions to the UN, and other materials
- presenting a QUNO statement at the Human Rights Council
- investigating and developing a particular area of work, within the programme's priority areas
- helping to develop programme strategy
- Attending UN meetings in Geneva, Bonn and the COP26 in Glasgow.

Possible shared support work in 2021 with the Sustainable and Just Economic Systems Programme, which focuses on trade in relation to:

- World Trade Organization (WTO) reform
- Climate change
- The circular economy
- Just transition to low-carbon economy

2) Additional Administrative and Support Tasks:

- jointly leading the organization and the logistics and programme planning for QUNO's Geneva Summer School and taking a major role in its delivery
- assisting with fundraising research, grant proposals and report writing
- assisting in the arrangements for lunches and other events which take place at Quaker House, including organising catering and clearing up and other tasks around the House
- arranging travel and other logistics for the Climate Change Representative and visiting partners
- working with members of staff on routine clerical duties including minute taking, dealing with filing, post, photocopying, and all aspects of hospitality
- assisting with the maintenance of the QUNO database and other tasks related to QUNO outreach activities
- assisting with production of QUNO's *Geneva Reporter* and content for the website

and social media.

Whilst the work focuses on the United Nations and other international organizations in Geneva, much of the day-to-day work is administrative and takes place in the Quaker UN Office.

Everyone at QUNO works as part of a small team and contributes to the work of all programmes, including exploring the connections between them. From time to time we are all asked to assist in other areas of work.

What we are looking for:

We are looking for someone who can contribute actively to QUNO's administrative and programme work. Commitment to our shared values, willingness to learn, and analytical and writing skills are more important than specialist or academic knowledge. Please use these criteria to structure your personal statement on the application form.

Relationship to Quakerism

- It is not necessary to be a Quaker member or attender to apply, but understanding of Quaker values, comfort with and sympathy for a Quaker approach to the work are essential. If you are not familiar with Quakers, please read some introductory information and consider how Quakerism relates to your values. This is a good starting point: <https://www.quaker.org.uk/about-quakers/our-faith>

Knowledge and experience:

- An active interest in international affairs and the work of the UN is essential
- An active interest in sustainable lifestyles and economic paradigm shifts is essential
- An understanding of the root causes and economic drivers of anthropogenic climate change, and related environmental crises is essential
(All these could be demonstrated through study, work, volunteering or other activities)
- Lived experience of any of the issues the programme covers is not essential but is an advantage.

Qualifications and Skills:

- An undergraduate degree or equivalent is essential
- Strong written skills in English are essential (for example essays, briefing papers, articles, social media content (including for blogs) or advocacy materials)
- Strong verbal communication skills in English are essential (for example making presentations, putting your ideas across in meetings, building relationships with people)
- Research and analysis skills are essential (for example essays, briefing papers,

- articles, advocacy materials)
- Ability to work as part of a small team is essential, being able to get on well with all kinds of people, readiness to share common tasks, a sense of humour and willingness to ask for help can contribute to this
 - Spoken French is an advantage as is knowledge of another UN language
 - Experience of donor research and working on funding proposals is an advantage
 - Voluntary or paid work experience in catering is an advantage
 - Voluntary or paid work experience in an office is an advantage.

Eligibility to Work in Switzerland

Due to strict immigration regulations in Switzerland, employees at this level would usually need to be Swiss or EU or EFTA Member State nationals (present arrangements include the UK) or to already have permission to work in Switzerland. For an exceptional candidate with strong Quaker connections not already eligible to work in the EU or Switzerland, but who is a national of a country that participates in the Young Professionals Programme¹, we would be willing to make a case for their employment to the Swiss authorities. Regrettably we are unable to obtain permission to employ other candidates.

Stipend and Benefits

The stipend will be 1460 Swiss Francs per month. In addition, QUNO pays for furnished self-catering accommodation for a single person in a shared apartment in an apartment block for students and young professionals. The three-bedroom apartment is shared with the other two QUNO Programme Assistants. QUNO covers the social costs, benefits and basic health insurance required under Swiss law. We also provide a travel pass providing free public transport in Geneva for the year. Added together this is equivalent to a total gross salary of CHF 2678 per month.

The costs of a return ticket from the appointee's home base will be paid.

Paid Holiday: 27 days to be taken during the contract period, in addition to Geneva public holidays. The office is closed between Christmas and New Year; these days are part of the leave entitlement for staff in addition to annual leave. Timing of vacations is to be agreed in advance with the Representative for Climate Change

Working Hours

QUNO operates on a 40-hour work week in line with Swiss custom. Office hours are normally 9am to 6pm with a one-hour lunch break. There is no paid overtime. If agreed in advance, time worked in addition to the 40 hours is compensated by time off in lieu.

Supervision

Line management is provided by the Representative for Climate Change. The Representative is responsible for guiding you and reflecting with you on your learning and experience throughout the year, including through regular supervision and quarterly review meetings.

¹ Countries participating with Switzerland in the YPP are: Argentina, Australia, Canada, Chile, Japan, Monaco, New Zealand, Philippines, Russia, South Africa, Tunisia, Ukraine, USA

Closing date for completed applications: 06 April 2020

Interviews: Expected to be held in London or virtually on a specific day between 20 and 22 May 2020

Starting date: 01 September 2020 beginning with a preparation period in the UK of one week. The successful candidate will also be encouraged to participate in the QUNO Geneva Summer School (5-17 July 2020) at QUNO's expense.

TO APPLY

All applications must be made on the QUNO Climate Change and Sustainability Programme Assistant application form (this is available on the QUNO website). Please save this file with your name and the initials CC&S as the filename (e.g. George Fox HICC). Your completed form should be sent by email to qunojob3@quno.ch with "Programme Assistant, Climate Change and Sustainability, in the subject line.

If you decide to apply for more than one Programme Assistant position you must apply for each one separately using the relevant form. Please do not send CVs, cover letters or other documents that have not been requested, these will not be forwarded to those who are shortlisting.

All applications will be treated in confidence. Your application will be automatically acknowledged by the email system. We are grateful for all applications, however, we regret that beyond this automated acknowledgement we can only respond to shortlisted candidates. If you have not been invited to interview by **12 May 2020** consider that your application has not been successful on this occasion.