



Energy Transitions Associate

The Role at a Glance

Role description	The Energy Transitions Associate will play a pivotal role in the Climate Champions Energy Cluster Team, supporting the delivery of the High-Level Champions' energy objectives, defined in accordance with the outcomes of the first Global Stocktake agreed at COP28. The postholder will support the Energy Cluster Lead in coordinating engagement both internally and with external partners to deliver strategies for COP30 and beyond.
Contract type	Pro Bono Secondment. Remuneration for the role and any expenses - including travel - to be covered by the pro bono partner Please note, the Climate Champions Team is unable to fund this role. Prior to applying please ensure that your current employer would be willing to sponsor the role. We do not accept volunteers for this position, the arrangement will need to be with an established organisation.
Duration	Minimum 4 days a week, ideally 5 days a week over 12 months
Location	We are a global team, so the role may require some travel
Annual leave	In line with the employer policy (pro bono partner).
Reporting to	Energy Cluster Lead
Other	<ul style="list-style-type: none"> • The candidate is expected to work from home/ or the seconding organisations' office, with occasional travel as and when requested. • In some locations, a collaborative office space may be available. • The candidate is expected to provide and maintain their own ICT and work tools.
Recruitment process	Please submit your CV and brief cover letter (no more than one A4 page) via this form . The deadline for applications is March 17th, with virtual interviews taking place as soon as we have identified suitable candidates. We aim for the candidate to start as soon as possible and no later than Monday 2nd June.
Contract information	The Climate Champions Team is a programme of work under the not for profit administrative host body Rockefeller Philanthropy Advisors (RPA). The pro-bono seconding agreement for this role will be drafted within the Climate Champions Team and signed by the seconding organisation and a senior representative of RPA. Find out more about RPA here .
Code of Conduct	As a member of the Climate Champions Team you are required to adhere to the highest standards of conduct and behaviour, protecting the integrity of the mandate from Parties, the UNFCCC process, the UNFCCC institution and the COP presidency. Prior to joining the team, you will be required to familiarise yourself with, and sign up to, the UNFCCC Code of Conduct. Shortly after joining, there will be a number of mandatory induction meetings to ensure you have the information and tools needed to work to the highest standards.

Background



The Climate Champions Team is an independently hosted team of experts dedicated to supporting the current pair of UN Climate Change High-Level Champions (HLCs). HLCs are appointed each year to act on behalf of the President of the annual UNFCCC Climate Conference (COP), and hold a unique mandate : to mobilise businesses, investors, cities, regions and civil society and act as a bridge between non-state actors and national governments to reach the goals of the Paris Agreement.

The work of the Climate Champions Team is guided by a [five year plan](#) published by the HLCs and welcomed by Parties at COP 26, which sets out a multi-year vision for the work, and an overview of the main tools and approaches. These include working with a diverse array of partners around the globe to align, activate, and accelerate action and climate solutions across adaptation, mitigation and finance. The CCT supports the HLCs to run the global campaigns of [Race to Zero](#) and [Race to Resilience](#), and to work closely with partners in the Marrakech Partnership and beyond to drive collaboration to achieve the [2030 Climate Solutions](#) - a solutions roadmap based on the [2030 Breakthroughs](#) and [Sharm Adaptation Agenda](#).

HLC and Climate Champions Teams priorities and work are further informed by the COP28 outcomes, in which Parties encouraged the High-Level Champions and Non-Party Stakeholders to consider the [outcomes of the first Global Stocktake](#) in their work with voluntary initiatives and coalitions. At COP29, Parties unanimously [renewed the mandate of the High-Level Champions for 2026-2030](#) and welcomed the continuation of the Marrakech Partnership for Global Climate Action, recognizing the critical role of Non-Party Stakeholders implementing the Paris Agreement.

To help us deliver on our plan for COP30 and beyond, we are looking for an Energy Transitions Associate, a role that will suit you if you are mission driven and thrive in fast-paced, ever-evolving and diverse teams. You will need to be comfortable juggling different priorities and balancing multiple - and at times - competing demands and work in ways which are highly collaborative and engaging with a wide range of stakeholders at all levels and across all sectors of the economy, policy and society.

Overview of the role

As the Energy Transitions Associate, you will have the primary responsibility for supporting the Energy Cluster Lead and the energy team sectoral leads in the implementation of the High-Level Champions Energy objectives and strategies for COP30 and beyond. Keeping the team on track with deliverables including internal reporting and other processes.

A successful candidate will be ready to coordinate the implementation of this important workstream, working with a talented energy team and partners across the government, business, investor, and not-for-profit organisations.



Key responsibilities include:

- **Support System Transformation:** Support the delivery of the Climate Champions Team mission to drive systems transformation in energy systems (power, energy efficiency, hydrogen, energy access, and system resilience), working closely with the Energy Cluster Lead and assisting him in their main tasks of convening, mobilizing and catalyzing action across all stakeholders groups and levers of change of the sector, including through the Marrakech Partnership, the Race to Zero and the Race to Resilience.
 - Primary information gathering and processing, supporting the energy team in leveraging evidence, knowledge and capabilities within the wider ecosystem.
 - Project and process management, including:
 - Organising and managing support systems (CCT google drive) and enhancing follow up of processes (including internal reportings, publication processes and liaison with PMO) that will help deliver 2025 energy work plan.
 - Note-taking and capturing key insights from internal and external discussions while accompanying Energy Cluster members.
 - Centralised tracking and reporting of key performance indicators.
- **Sectoral updates:** Conduct regular engagements with stakeholders to stay informed about developments in the energy sector, collect signals of the transition happening, including forward-looking indicators, and science-based evidence of progress and barriers.
- **Communication and Events:** support events and strategic communications to highlight, platform and celebrate progress made in climate action in the energy sector, or discuss opportunities and challenges.
 - Serve as focal point for communication in the Energy Cluster, liaising closely with the Department Director and the Comms and Events Team. Co-ordination, Ad hoc administrative assistance and events management support for key events and major workstreams, as directly related to sector work
- **Regionalization:** be a CCT resource in the region where they are based, working closely with CCT regional directors, supporting the delivery of the HLC mandate / CCT mission in the region, facilitating contacts, designing regionally-relevant and regionally-sensitive strategies and deliverables and engaging with key regional stakeholders.
- **Accountability:** report on progress to CCT/HLC channels, including the 2030 Climate Solutions publications, the Yearbook of Climate Action, and NAZCA/Global Climate Action Portal, amongst others, as needed.



About you

The successful candidate will have experience gained in energy and climate agendas. You will be a highly motivated self-starter, happy working across different time zones in a fast-paced environment. You are able to exercise sound judgement as to when to seek advice with regard to engaging sector stakeholders.

The following requirements are essential:

- Strong understanding of international climate action and energy policy
- Experience in working in the areas at the crossroads of Energy & Climate, preferably including in emerging markets and developing countries, with a good understanding of Latin American context
- Experience working in the area of clean energy, preferably including in emerging markets and developing countries
- Experience working in hard-to-abate sectors beyond energy will be considered a plus
- Strong critical thinking and analytical skills, and attention to detail
- Excellent process and project management skills, with ability to juggle multiple priorities and deadlines and deliver quality outcomes
- Excellent communications skills, both verbal and written
- Collaborative and collegial working style, and a strong team player, with strong interpersonal skills and diplomacy
- Ability to manage through ambiguity and change
- Knowledge and experience working on climate change adaptation and resilience
- Experience working in diverse public and private settings as well as in different geographies will be considered a plus
- Determination to support climate action, and a commitment to the Climate Champions [core values](#)