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## Climate Action Officer of a National Olympic Committee

### JOB DESCRIPTION

**Job Title:** Climate Action Officer

**Department:** Marketing/International Relations/Operations Team/President's Cabinet or dedicated Sustainability/Social Responsibility Department

**Reports to:** CEO/Secretary General/Executive Board members

#### Main Tasks and Responsibilities

- Creating a network of engaged stakeholders and a community of committed colleagues
- Leading the development of a climate action/sustainability strategy and its implementation
- Managing and overseeing the collection of carbon footprint data of the organisation
- Communicating and awareness raising within the organisation and with external stakeholders
- Monitoring implementation, reporting and communicating on actions and progress

#### Qualifications and Experience

##### Required

- High interest in environmental sustainability and knowledge of the basic elements of climate change and sport
- Experience in conducting trainings
- Experience in strategic project management

##### Desirable

- Experience/training in environmental sustainability including carbon footprint measurement and in developing (environmental) sustainability strategies
- Experience in the sport movement
- University degree in environmental science/sport science/project management

#### Skills and Abilities



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## Hard skills

- Proficiency with Microsoft Office Suite or related software
- Online communications tools
- Carbon accounting, knowledge of the existing tools etc.

## Communications

- Strong persuasion skills – ability to convince people
- Ability to work in team
- Stakeholder management skills
- Strong networking skills
- Excellent presentation skills

## Problem-solving

- Proactivity
- Adaptability
- Strategic thinker
- Analytical skills

## Management/supervision and organisational skills

- Organisational and planning skills
- Time management skills with a proven ability to meet deadlines
- Excellent prioritisation skills
- Attention to detail
- Risk management skills

## Other

- Quick learner
- Open and welcoming
- Ability to function well in a high-paced and at stressful environment
- Creativity
- Perseverance and resilience