

APPLICATIONS INVITED FOR ROLE OF: CLIMATE ACTION CHAIR

1. About CAP

Celebrating its 50th year, CAP represents over 40 000 planners from 30 countries throughout the Commonwealth. CAP also has a Women in Planning Network and a Young Planners' Network and plays a leading role in promoting the planning profession and planners throughout the countries of the Commonwealth. It is almost a 100% volunteer-run organisation with the support of a paid, part-time Administrator.

2. An Exciting Opportunity

With the release of the most recent Intergovernmental Panel on Climate Change Report (AR6 Climate Change 2021: The Physical Science Basis - <https://www.ipcc.ch/assessment-report/ar6/>), it is clear that the Commonwealth Association of Planners has an important role and great amount of work ahead in advocating on the global stage for climate action. The most efficient and effective way to commence this work is to establish a Climate Action Working Group.

The Climate Action Chair will be responsible for developing policies, statements, programs, presentations, and other initiatives to support CAP's advocacy efforts in relation to climate change mitigation, adaptation, and resilience. The Chair position is a volunteer based/member not financially compensated and will be evaluated biennially at the CAP Business Meeting.

Duties of the Climate Action Working Group Chair will include:

- Researching and developing CAP's Climate Action Policy (to be approved by the Executive Committee/Board).
- Developing Climate Action statements and responses to global events, calls for action, etc. (to be under the signature of CAP's President).
- Tying Climate Action to CAP's Sustainable Cities Initiative/Partnership.
- Identifying and developing resources and/or projects to build urban resilience to climate change impacts.
- Identifying new partnerships and funding for projects and initiatives (to be approved by the Executive Committee).
- Preparation for UN Climate Change Conferences, UN-Habitat World Urban Forums, or similar events (generally the President and/or Secretary General attend and represent CAP)
- Identifying budget needs and informing the Executive Committee by July annually.
- Develop and post Climate Action content for CAP's social media channels.
- Participate in UN-Habitat Planners for Climate Action initiatives.

3. Climate Action Working Group Chair:

The Chair shall have oversight over the Working Group's functions and activities. They shall also perform other duties as may be determined by the Executive Committee. The Climate Action Working Group Chair is expected to:

- Organize, prepare agendas, and lead Working Group meetings
- Act as a source of Climate Action information for CAP
- Represent CAP at UN-Habitat Planners for Climate Action Meetings (virtual)
- Develop an annual working plan for the Working Group (to be approved by the Executive Committee/Board).
- Prepare a quarterly report for the Executive Committee/Board summarizing activities and initiatives.

4. Post Holder Requirements

- Member of an organisation which is also a member of CAP.
- Demonstrable interest in planning in the Commonwealth.

- Understanding of the Commonwealth and its values.
- Expertise in one or more of the following areas:
 - Urban resilience policy
 - Climate change adaptation
 - Climate change mitigation
 - ESG (environmental, social, and governance) criteria
 - Academia
- Excellent verbal and written communication skills including report writing.
- Ability to undertake CAP tasks on occasions at un-social hours (due to time-zone differences across the Commonwealth).
- Ability to take up the role as soon as possible after the appointment decision is made (currently expected to be before the end of April 2022).
- Ability to devote approximately 3-4 hours each week on average, recognising there will be times when inputs will need to be significantly more.

5. Terms:

The Terms for the Chair and the Members of the Climate Action Working Group is two (2) years. Terms can be renewed once.

6. Application Information:

- Applicants for the post of Climate Action Chair should submit the following information:
- Full name and home address.
- Curriculum Vitae (2 pages max).
- Supporting statement (1,000 words max) demonstrating suitability for the role.
- Confirmation of availability to undertake the role through to the next CAP Business Meeting (expected in November 2022).
- Date on which post could be taken up if successful, bearing in mind the wish for the appointed person to start as soon as possible.
- Contact information for one reference.

CAP is committed to being a model organization that supports fair and inclusive access to opportunities for everyone, regardless of gender identity or expression, sex, sexual orientation, race, national or ethnic origin, colour, religion, age, ability, family status, or genetic characteristics. We encourage all experienced individuals to apply for this role.

Any queries should be sent by email to CAP's Administrator, Annette O'Donnell:
annette.odonnell@rtpi.org.uk

Applications should be submitted by email before 24.00 hours on 21 March 2022 to
annette.odonnell@rtpi.org.uk

7. Appointment Decision

Interviews of shortlisted candidates will take place virtually. A final decision on the appointment is expected to take place before the end of April 2022.

8. Additional Information about CAP

CAP's website: <https://www.commonwealth-planners.org/home>

LinkedIn: <https://www.linkedin.com/company/commonwealth-association-of-planners>

Twitter: <https://twitter.com/CAPplanners> - @CAPplanners

Facebook: [@CAPplanners](https://www.facebook.com/CAPplanners)