

## Senior Associate, Strategic Events

**Location:** London, UK

### Job Purpose and Background:

The Science Based Targets initiative (SBTi) is seeking a **Strategic Events Senior Associate** in the Impact Department to support the planning and execution of SBTi's presence on global climate action events, support the organisation of key external engagement events and the SBTi leadership's engagement activities,

This role is critical to ensuring the smooth delivery of events and key engagement moments that amplify SBTi's global influence and mission to drive climate action in the corporate and financial sector.

The Strategic Event Senior Associate is an organised doer - driving project management, logistical planning, liaising with partners and reporting on strategic events. In 2026, our focus will include SBTi events at key international gatherings such as COP31, Climate Week New York, London Climate Action Week, and many other events across the globe..

This is an excellent opportunity for an early-sustainability career professional with a passion for project- and programme management, event management, corporate engagement, climate action and organizational transformation to contribute to a growing global initiative.

**This position will report to the** Strategic Events Lead.

### This role plays an important part by:

1. Executing and coordinating a forward-looking events strategy that positions SBTi at the forefront of global climate action dialogues.
2. Supporting the engagement of diverse groups stakeholders, from leading corporations to the international ecosystem of NGOs, UN organisations and policymakers.
3. Supporting the creation of processes and structures around events to help scale SBTi external engagements to the next level.

### You are a great fit for this role if you:

Science Based Targets Initiative is a registered charity in England and Wales (1205768) and a limited company registered in England and Wales (14960097). Registered address: First Floor, 10 Queen Street Place, London, England, EC4R 1BE. SBTi Services Limited is a limited company registered in England and Wales (15181058). Registered address: First Floor, 10 Queen Street Place, London, England, EC4R 1BE. SBTi Services Limited is a wholly owned subsidiary of Science Based Targets Initiative. © SBTi 2024

You are highly organised, proactive, and detail-obsessed professional who is excited to play a central role in planning and executing high-impact, multi-event engagement milestone moments for the SBTi at COP31 in Turkey, UNGA and Climate Week New York in the USA, London Climate Action Week in the UK, and other many other events globally.

This role is ideal for someone with a project management mindset, a logistical sixth sense, and a passion for creating exceptional experiences that drive engagement and impact.

The successful candidate will be a passionate professional who loves to create structure for delivery as much as providing flexible and hands-on assistance on the ground.

## Key Responsibilities

### 1. Project Management & Strategic Coordination

- Lead and coordinate planning and delivery for large-scale, multi-event global milestones, managing multiple workstreams and stakeholders across regions.
- Support the creation of clear project plans, timelines, roles and responsibilities, and workflows to ensure smooth execution from start to finish; and create and maintain the tools for collaboration, for example: project management plan and trackers, financial trackers, CRM platform and stakeholder contacts.
- Proactively engage with the project team, internal teams and external partners to align on tasks, logistics, and deliverables.
- Maintain up-to-date records of event plans, deliverables, contracts and budgets.
- Support the contracting and payment process for external vendors, ensuring timely and accurate processing.

### 2. Operations & Event Delivery (Remote + On-Location)

- Oversee event logistics, from venue coordination and supplier management to technology needs and content delivery. Coordinate event timelines, workplans, and task lists to ensure all tasks are complete and milestones are met.
- Support the Strategic Events Lead and Impact team members in developing event materials, such as invitations, agendas, and presentations.
- Support the delivery of events, remotely and on-site, with confidence, flexibility and exceptional attention to detail.
- Travel as needed to support in-person event delivery. Be flexible to take-on hands-on tasks in support of showrunners, speakers and our partners.

### 3. Process and System Creation to Scale

- Support the development and roll-out of a standardized SBTi-wide event take-on process, ensuring consistency, clarity, and efficiency. Help translate strategic priorities into an event-decision matrix.
- Support the systems and processes for a global engagement calendar, tracking internal and external events, milestones, and opportunities to help Executive and Regional leaders prioritise engagement moments and participation.
- Lead the coordination of SBTi's participation in key external engagement moments, ensuring alignment with strategic priorities and enabling to scale our strategic engagement approach..

#### 4. Communications & Inbox Management

- Act as the first point of contact and triage event-related inquiries via the shared inbox, providing timely and professional responses.
- Escalate messages as appropriate, maintaining clear communication flow with internal teams and external stakeholders.
- Support the Strategic Events Lead with admin and project management around key event partnerships.
- Together with Impact colleagues and the Communications Department, coordinate briefing documents, ensuring all participants are equipped with the necessary information.

#### 5. Measurement & Impact

- Work with the Impact Evidence team in the development of tools and frameworks for event impact measurement (qualitative and quantitative), including designing post-event surveys.
- Quickly and accurately compile data, feedback, and performance insights for post-event reports, team retrospectives, and strategic planning.
- Bring a mindset of continuous improvement by identifying what works, what doesn't, and how we can do better next time.
- Bring a mindset of innovation by researching and recommending tools and approaches to enhance the quality of virtual and hybrid events.
- Help us build further capacity by assisting in developing and maintaining event toolkits and templates to streamline future event planning.

### About You

You're a strong fit for this role if you have:

- A confident **project manager** — you bring structure and clarity to complex projects. Knowledge of project management tools is an advantage, high level of

accuracy and attention to detail is a must, ensuring nothing falls through the cracks.

- Some experience managing logistics for **global events**, including remote and on-site delivery. Experience in coordinating events or in an project administrator role in a fast-paced, international or mission-driven environment is an advantage.
- Exceptional **organizational skills** and the ability to juggle multiple priorities calmly and effectively. We are looking for a hands-on problem solver with the ability to troubleshoot and resolve logistical challenges in a timely and efficient manner.
- Strong written and verbal communication skills (in English); you're clear, responsive, and diplomatic.
- Confidence and adaptability; working with multiple stakeholders across time zones and cultures.
- Proficiency using tools like Google Workspace, project management software (e.g., Asana, Monday.com), and CRM platforms. Familiarity with webinar platforms such as Zoom, Microsoft Teams is an advantage.
- Experience and curiosity about event reporting, data and insight collection, and impact measurement.
- You lead with integrity and you like to love what you do.

---

## Nice to Have

- Experience in fast-paced multinational organizations.
- Supporting events in the sustainability or climate action sectors.
- Proficiency in languages other than English is a plus.
- Knowledge of SBTi's mission, frameworks, and the broader climate action landscape.

This is a full-time role based in one of the countries mentioned above. Strong candidates in other countries are welcome to contact the recruiter to determine if their candidacy can be considered.

The salary for this role will depend on location and experience level. This role is a fixed-term contract for 12 months with the possibility of extension.

Interested candidates should be legally allowed to work in the countries specified. The SBTi cannot sponsor any working visas.

**To apply, please complete our [application form](#)**

### **What we offer:**

- Working in one of the most successful and fastest-growing initiatives driving climate action;
- Exciting and challenging tasks in a dynamic, international, innovative, and highly motivated team;
- Competitive NGO salary
- Training and development;
- Attractive holiday package.

### **About the SBTi:**

The Science Based Targets initiative (SBTi) is a corporate climate action organization enabling businesses to set ambitious emissions reductions targets in line with the latest climate science. It is focused on accelerating companies worldwide to halve emissions before 2030 and achieve net-zero emissions before 2050.

The SBTi defines and promotes best practices in science-based target setting, offers resources and guidance to reduce barriers to adoption, and independently assesses and approves companies' targets.

For more information, please visit [www.sciencebasedtargets.org](http://www.sciencebasedtargets.org)

### **About the Impact Department:**

The SBTi Impact Department plays a crucial role in engaging stakeholders across the corporate, financial, and NGO sectors to promote the work of SBTi and support the development and refinement of the SBTi's standards, with the goal of advancing ambitious corporate climate action to achieve emissions reductions at scale.

The department has one of the broadest remits within the SBTi, as it is responsible for delivering SBTi's organizational strategy, fundraising and cultivating donor relationships as the SBTi expands, facilitating stakeholder engagement groups and public consultations as part of the standards development process, soliciting feedback from the market on standards' relevance and implementability, strengthening partnerships to address systemic barriers to decarbonization, and integrating SBTi's standards within the broader climate action ecosystem to drive collaboration and harmonization.

SBTi is an equal opportunity employer - committed to building an inclusive workplace and diverse staff, where all can thrive. We welcome and strongly encourage applications from

candidates of all identities and backgrounds, and do not discriminate on the basis of race, color, religion, gender or gender identity, sexual orientation, national origin, disability, or age.

Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they do not meet 100% of the job requirements. We encourage any individual who believes they have the skills and enthusiasm necessary to thrive in this role to submit an application for consideration.