

JOB DESCRIPTION AND PERSON SPECIFICATION

Severn Estuary Partnership, School of Earth and Environmental Sciences.

Job Evaluation Code: 8524

Job Title: Maximising UK Adaptation to Climate Change (MACC) Hub Support Officer

School/Department/College: EARTH

Job Grade: 3

Line Manager: Camilla Curry

Salary: £25,249 per annum (full-time equivalent). Actual salary for 10-month contract: £21,041

BACKGROUND AND JOB PURPOSE

Are you passionate about advancing climate change adaptation in Wales? We are seeking a dedicated student placement to join the Severn Estuary Partnership with supporting our involvement in the UKRI and Defra co-funded Maximising UK Adaptation to Climate Change (MACC) Hub.

You will play a pivotal role in supporting the Wales MACC Hub Coordination and Engagement Officer with coordinating workshops, collaborating with wider Hub partners and stakeholders, delivering written outputs, and supporting event planning for the final MACC Hub conference which will be hosted in Wales.

About the MACC Hub:

The £5 million UKRI and Defra co-funded MACC Hub, delivers faster and more impactful action in the UK to help all four nations better prepare for the predicted effects of climate change. Led by King's College London, the Hub aims to inform a national climate change adaptation plan by addressing current barriers around public awareness, policy, legislation, and climate data that might be hindering the UK's ability to adapt to global warming.



The Hub involves eight universities and five climate partnership organisations, working side by side over the project lifespan. Hub activities are implemented through regional centres, each leading on one of the key barriers to adaptation, with a Hub Secretariat and Policy Response Unit based at King's College London and supported by King's Policy Institute.

We'd like to hear from you if you:

- have a strong interest in climate adaptation, environmental management, environmental policy or related fields
- have excellent organisation, coordination and written communication skills
- have a strong interest and/or experience in event management and planning
- are part-way through a relevant degree or completed two years of an undergraduate degree

This role offers flexible, blended working, with time spent both in the Severn Estuary Partnership office and remotely, as agreed with the line manager. The student will be based with Severn Estuary Partnership, hosted by Cardiff University, and there will be opportunity for travel as part of project delivery.

This position is full time (35 hours per week) for 10 months.

The ideal candidate will begin work early December 2026 until the end of September 2027.

DUTIES AND RESPONSIBILITIES

Key Duties

- Deal with a range of enquires from MACC Hub partners and Wales stakeholders in a professional manner.
- Work with others to make recommendations for the development and improvement of MACC Hub outputs.
- Create good working relationships with key contacts to help improve engagement and communication.
- Undertake a variety of administrative duties to support the Severn Estuary Partnership team and wider MACC Hub – with a focus to support the delivery of the final conference.
- Gather, review and summarise data to support MACC Hub deliverables, making sure the information is accurate, and highlighting to your line manager basic trends and patterns.
- Actively contribute to the success of the Severn Estuary Partnership and MACC Hub.

Specific Duties Working with the Wales Coordination and Engagement Officer and key partners, the successful candidate will:

- Support the planning and organisation of the final MACC Hub conference.
- Support planning and organisation of meetings, taking minutes/notes

- Support the delivery of MACC Hub deliverables such as academic papers and policy briefings
- Support workshop coordination and delivery
- Identify, collect and analyse additional data and evidence to support delivery of MACC Hub objectives.
- Support the maintenance of the MACC Hub website by identifying and quality checking transformational adaptation case studies in Wales.
- Undertake stakeholder engagement (one to one and online) in line with the above tasks
- Assist the Comms Officer with publicity, social media and other media campaigns in line with role.

General Duties

- Abide by all Severn Estuary Partnership and Cardiff University policies and undergo appropriate personal and professional development.
- Perform other duties which are not included above, but which will be consistent with the role.
- Uphold the Professional Services Values & Behaviours or local equivalent.

PERSON SPECIFICATION

We want to employ people with a wide variety of experiences. We welcome applications from all sections of the community regardless of sex, ethnicity, disability, sexual orientation, trans identity, relationship status, religion or belief, caring responsibilities, or age. We are particularly seeking applications from candidates who come from backgrounds that are underrepresented at the University, including people from Black, Asian and Minority Ethnic communities.

How to Apply

To apply for this position please submit a CV and covering letter, detailing how you meet the role specification to severn@cardiff.ac.uk by **5pm, Friday 27th March 2026**.

Please include “MACC Hub Support Officer” in the email subject line.

Interview dates are likely to take place **week commencing 13th April 2026**.

Please note that these are also the criteria shortlisted applicants will be assessed against at interview.

Essential Criteria (maximum of 10)

1. Ability to carry out a variety of administrative tasks, including report writing and minute taking.
2. Experience of using common office IT packages (e.g. MS Office, e-mail etc.).

3. Ability to communicate with a wide range of people effectively and courteously whilst maintaining professional standards, adapting your language and style of communication depending on who you are communicating with.
4. Ability to work well with your team, knowing how to give advice, guidance and feedback (to colleagues and members of the public) as appropriate.
5. Self-motivated with the ability to plan and organise your own workload within agreed timelines as set by your Line Manager, whether working remotely or in the office.
6. Ability to use your initiative to solve problems, finding and proposing the best solution.
7. A good understanding of climate change and environmental management and policy.
8. Proven experience of data analysis in both quantitative and qualitative data sets
9. Be part-way through a relevant degree or completed two years of an undergraduate degree
10. Experience with event planning, coordinating logistics and accurately carrying out administrative tasks.

Desirable Criteria (if appropriate)

1. Familiarity with and knowledge of the Severn Estuary, including key environmental, social and economic features.
2. Experience of working with a broad range of external partners.
3. Ability to speak/understand Welsh or a willingness to learn.

HOW WE WILL SUPPORT YOU IN PERFORMING THIS ROLE

We want to support and develop you in the role, using a combination of the following to help you reach your full potential.

1. Regular one-to-one meetings with your team leader.
2. An experienced and supportive team around you.
3. Support to undertake job-relevant training and development, as identified by your Line Manager.
4. Support to learn Welsh or to update language skills.
5. Attendance at relevant events and conferences