



## JOB DESCRIPTION

### **Director of the UK Health Alliance on Climate Change**

The UK Health Alliance on Climate Change is a registered charity that brings together the UK's leading health organisations, representing more than one million health professionals, to advocate for responses to climate change that protect and promote health. It is multi-professional and includes a growing number of medical, nursing and allied health professional and scientific faculties, associations and societies, and royal colleges as well as the Lancet and the British Medical Journal. Through coordinated, collective action, the Alliance communicates the relationship between health and climate change to government, the public and other health professionals. As climate change escalates the threat to human health and survival is becoming increasingly severe. The World Health Organization ranks climate change as one of the greatest threats to human health. It is critical that people working across all levels of the health sector - from leadership to frontline workers - understand these risks and that their voice is heard by those in power of the need to act. This is what the UK Health Alliance on Climate Change aims to do.

We are seeking a dynamic, motivated, and professional Director with excellent policy, project management, and interpersonal skills, experience in strategic communications and change. The right candidate ideally also has experience in advocacy, and a track record of building consensus and leading campaigns. .

#### **About the role**

The Director will be responsible for the Alliance's overall strategy, oversight of the communications, policy and public affairs programmes, projects, and engagement with Alliance members and key external stakeholders. They will work closely with the co-Chairs and trustees and develop good working relationships with senior leaders and public affairs and communications teams from the membership organisations that make up the Alliance. As the sole employee, the Director needs the professional capacity to coordinate strategic and operational delivery across all areas of the charity and ability to manage multiple stakeholder relationships. They will develop and lead a strategic focus to increase income generation and build a small team of staff to enable the organisation to continue to grow.

#### **Main responsibilities**

##### Governance

- Develop and deliver the strategy for the Alliance and oversee all aspects of operational delivery
- Ensure the charity is well governed with up-to-date policies and well-documented planning, decision making and monthly reporting to trustees

- Coordinate and oversee the delivery of and reporting to AGM, council and board meetings
- Lead a strategic focus on income generation to enable growth of human resources to support the charity's work
- Manage the charity's finances including budget setting, reporting, day-to-day bookkeeping, banking functions, and working with externally appointed accountants to produce end of year accounts and audit
- Act as the company secretary on the Charity register, manage annual reporting to and maintain the charity's records with the charity commission
- Work with the outsourced HR provider to ensure staff contracts, employment records, payroll and policies (including GDPR, EDI, health and safety, parental leave, etc.) are up-to-date
- Ensure IT systems, website, software contracts and communications are maintained and up to date

### Delivery

- Lead and coordinate the Alliance's policy and public affairs strategy supported by proactive and reactive communications to government, the media and the health sector
- Lead delivery of the Alliance's membership commitments, working with members to support delivery, endorsement, and reporting
- Represent the Alliance within other groups where we have influence, including the Global Climate and Health Alliance, the Climate Coalition, and the Healthy Air Coalition
- Produce responses to government consultations and inquiries
- Act as the main point of contact for Alliance members and potential members and deliver sustained recruitment of new members and retention of existing
- Oversee all communications including membership updates, website content, newsletter and social media

## **Person specification**

### Aptitude

- A strong interest in the relationship between public health and climate change and a passion for driving a stronger response to climate change that protects and promotes health
- Highly self-motivated and able to work autonomously, take initiative and make decisions, knowing when to confer with colleagues
- Capable and comfortable with remote-working with occasional travel for meetings

### Governance

- Strong organisational leadership skills
- Ability to work at both strategic and operational levels
- Understanding of good governance systems and familiarity with reporting and legislative requirements of the charity regulator
- Confidence to chair and participate in senior board-level meetings and secure approval and buy-in for strategy and proposals

## Delivery

- Track record of delivering successful advocacy campaigns to achieve change
- Exceptionally convincing and persuasive written and oral skills with the ability to present and convey complex ideas and issues clearly and coherently, adapting them to different audiences
- Proven ability to engage with politicians, decision makers and the media
- Excellent project management and reporting skills
- Ability to develop relationships with multiple stakeholders and identify opportunities for collaboration and knowledge sharing
- Ability to produce, maintain and deliver communications including newsletters, website and social media
- Experience of fundraising and developing fundraising and financial plans for small organisations
- Experience of building and managing networks

## **Remuneration**

This is a remote-working role with occasional travel to meetings. The salary is £70,000.

Employees are entitled to 30 days of paid annual leave plus 8 public holidays. UKHACC offers a 3% employer pension contribution.

## **To apply**

Submit a CV and two-page cover letter detailing how you meet the person specification required for the role. Please send this to [elaine.mulcahy@ukhealthalliance.org](mailto:elaine.mulcahy@ukhealthalliance.org) by 5pm Friday 27 March 2026. Interviews will be held during the week commencing 13 April.

The post-holder will be required to provide evidence of their right to work in the UK.

We are willing to consider flexible, part-time working, job shares and secondments.

For an informal and confidential conversation about the position, please contact Elaine Mulcahy at the above address with your contact details, and suitable times to chat.

## **Closing date for applications: 5pm Friday 27 March 2026**

The UK Health Alliance on Climate Change operates an equal opportunity policy and commits to treating all candidates fairly. We welcome and encourage applications from everyone regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.