

# LCAW 2026 Project & Events Coordinator

FIXED-TERM CONTRACT | LONDON | START: IMMEDIATELY | END: MID-JULY 2026

Volans is a sustainability and transformation consultancy working at the edge of the possible — advising leading businesses, investors and institutions on systemic change, long-term value, and the future of corporate sustainability. We believe that the decisive climate action of our era happens from the inside, within institutions, and we exist to accelerate that shift.

During June 2026, Volans will once again anchor a major strand of **London Climate Action Week (LCAW)** — a week-long series of high-impact events at Somerset House on The Strand, bringing together senior figures from finance, business, civil society, and government. This year's theme centres on *The Inside Game*: the argument that real climate action now happens within institutions, not just around them.

We are looking for an exceptional short-term hire to join the team and hold the project together — someone who will make the whole thing brilliant.

## What You'll Do

This is a hands-on, end-to-end coordination role. You will be the operational engine behind a five-day programme — working closely with Louise Kjellerup Roper (our CEO) and the wider Volans team, plus a dedicated intern, to manage suppliers, communicate with clients and partners, and ensure that every detail is beautifully executed. Specifically, you will:

- Own the project plan and keep the whole team on track, managing deadlines, actions and dependencies across a complex multi-stakeholder programme.
- Manage supplier and venue relationships — including Somerset House — coordinating logistics, briefings, AV, catering, signage, and room dressing so the space looks and feels exceptional.
- Design and send communications: invitations, briefing notes, speaker confirmations, attendee updates, and follow-up emails. You have a strong eye for design and take pride in producing materials that reflect the quality of the Volans brand.
- Liaise with clients, partners and sponsors — including finance institutions, sustainability leaders, and NGOs — keeping everyone well-informed, well-prepared, and enthusiastic.
- Support the production of event materials: programmes, run-of-show documents, speaker packs, and on-the-day signage.
- Help bring the room to life: work with artists, designers, and the wider team to make the physical environment of each day feel intentional and inspiring.
- Coordinate across the five-day arc of LCAW (22–26 June 2026) and manage post-event wrap-up, including thank-yous, outputs, and follow-through.

- Be a calm, energising presence — the kind of person who makes everyone around them work at their best and feel that everything is in hand.

## Who You Are

We're not prescriptive about background — what matters is that you have the skills, the drive, and the judgment to make this a success. You are likely to have:

- Demonstrable experience coordinating complex events or projects, ideally with multiple stakeholders and a degree of public profile.
- Exceptional organisational skills — you track everything, you chase without annoying, and you are the person who notices what's been missed.
- A genuine eye for design: you can produce beautiful, on-brand email communications and event materials without needing to be a professional designer.
- Excellent written and verbal communication — warm, clear, and professional across very different audiences, from a junior NGO contact to a senior institutional investor.
- Confidence working with tools like Mailchimp, Canva, or similar platforms for designing and sending communications. Familiarity with project management tools is a bonus.
- Enthusiasm for the subject matter — sustainability, climate, finance, systemic change. You don't need to be an expert, but you do need to care.
- The ability to work with pace and composure under pressure, keeping the team energised and on track in the final stretch.
- A collaborative spirit and the genuine desire to make something great, not just to get through the event.

## The Role in Brief

<b>Contract type</b>	Fixed-term / freelance
<b>Start date</b>	As soon as possible — ideally by end of April 2026
<b>End date</b>	Approximately mid-July 2026 (two weeks after LCAW)
<b>Location</b>	Hybrid — London-based with on-site presence at Somerset House during LCAW week (22–26 June)
<b>Commitment</b>	Full-time equivalent during the peak period (May–July); flexible part-time arrangement may suit the early weeks
<b>Rate / Salary</b>	Competitive, commensurate with experience — please include your expectations when applying

## About Volans

Volans was founded by John Elkington — one of the world's leading thinkers on business and sustainability — and works at the intersection of transformation, long-term value, and systemic change. Our clients include leading corporates, financial institutions, and public bodies. We're a small, senior team with an outsized reach, and we bring the same standard to everything we do.

LCAW is one of our most visible annual moments — a week that reflects who we are, who our network is, and what we believe is possible. We want this year to be the best one yet.

## How to Apply

Please send a short covering note (no more than one page) and your CV or equivalent to: [mark@volans.com](mailto:mark@volans.com)

Tell us what draws you to this role, one or two examples of relevant experience, and your day rate or salary expectations. Applications will be reviewed on a rolling basis — we are moving quickly and encourage you to apply as soon as possible.

If you have questions before applying, you're welcome to reach out informally in the first instance.