

# Pioneers Coaches Roles Overview

2019 Version 1:0



## Company Background

Climate-KIC is the EU's largest public private partnership addressing climate change through innovation to build a zero-carbon economy.

We address climate change across four priority themes: urban areas, land use, production systems, and climate metrics and finance. Education is at the heart of these themes to inspire and empower the next generation of climate leaders.

We run programmes for students, professionals, start-ups and innovators across Europe via centres in major cities, convening a community of the best people and organisations.

Climate-KIC is supported by the European Institute of Innovation and Technology (EIT), a body of the European Union. For more information visit: <http://www.climate-kic.org>.

Pioneers is Europe's only knowledge development and placement programme aimed at climate change professionals. As Climate-KIC's professional mobility programme it brings together professionals from industry, small companies, universities, research institutes, local councils as well as non-profit and public organisations. For more information visit: <https://pioneers.climate-kic.org/>

## Role Overview

Climate-KIC's Pioneers programme uses Coaches to lead on the learning of transition thinking and innovation systems to support both Pioneers & Hosts across its network of European delivery locations.

Coaches are recruited on a location level through the responsible C-KIC delivery partner managing the programme. Each location determines their coaching requirements in respect to number of coaches appointed, amount of days worked, payment terms, etc, however they must meet the requirements as set out in this document.

Responsible to the Local Manager of the local coach team using the programme framework as a guide are responsible for designing and delivering a series of training sessions (introductory workshop, final workshop), and working with pioneers at an individual and group level. The coach will follow-up of the pioneers' activity during the placements, as well as supporting pioneers in their group assignments, suggesting actions, contacts with stakeholders, etc. Coaches will also support Hosts engagement in the programme, being a contact point and ensuring open & continuous feedback is achieved at all times. Coaches must be motivated, energetic, and available for the time periods specified (annex 1), interested in the EU context of climate change, business and innovation and have experience & understanding of systems innovation. Depending on expertise and interest of the coaches, the coaching activities (group coaching, workshop facilitation, individual coaching) can be shared between the team of coaches so that individual

coaches might have different focus areas. Breakdown of respective role responsibilities in annex 2.

## Requirements

Coaches need to fulfil the competency standards (Annex 3) defined for the respective roles as defined in Climate-KIC network of coaches and trainers. Additionally, Coaches should be able to relate to the ecosystem of the respective location and specific challenges and opportunities related to climate.

Coaches should already a member of Climate-KIC's network of coaches or committed to applying in 2019.

## Application procedure

Procurement of coaches is done through the local Climate-KIC Partner responsible for managing the Pioneers programme in their location, the application procedure will be in line with their policy & procedures.

## Annex 1 - Key dates and programme timeline *(dates could be subject to change)*



11<sup>th</sup> April – Applications for Pioneers & Hosts Close

29<sup>th</sup> – 1<sup>st</sup> May April –Systems Innovation Coaches Training (Hamburg)

3<sup>rd</sup> May - Selected Pioneers and Hosts announced

6<sup>th</sup> May – 20<sup>th</sup> May – Placement Opportunities open

14-16<sup>th</sup> May – Introductory Workshop\*

20<sup>th</sup> May -30<sup>th</sup> June – Placement matching

May – July – Group Project working

7<sup>th</sup> November – International Workshop (date & location ttbc)

13<sup>th</sup> – 14<sup>th</sup> November - Final Workshop\*

\* there is a one week flexibility on workshop dates, either before or after those mentioned here, Local Managers will set these as part of their local recruitment activity and to best suit the local needs

#### Annex 2 –Responsibilities Summary

Head Coach	Local Coach
Work with Local Manager to design workshop series consistent with programme framework.	Work with Head Coach to facilitate the workshops and summer activities.
Deliver key messages in line with programme guidelines.	Deliver key messages in line with programme guidelines.
Embed the delivery locations unique characteristics and challenges facing the climate change agenda into the coaching support.	Work with pioneers at an individual level, being the main contact point for educational learning.
Work with Local Manager to identify Group Projects and challenge owners and oversee overall Group Project implementation in location.	Oversee and support Group Project delivery, identifying opportunities for applying systems innovation tools and techniques to the challenge.
Support local recruitment for Pioneers and Hosts	Support local recruitment for Pioneers and Hosts.
Working with Local Manager to define local coaching support function.	Facilitate online discussion amongst Pioneers and Hosts on the online platform groups.
Attend Train the Trainer workshop if new to the position	Be the contact point for Hosts, ensure open and continuous feedback throughout the year.
Disseminate training to local delivery team	

<p>Coordinate at a European level to share learning and best practice through the wider Pioneers Coach team.</p> <p>Provide regular feedback throughout the year.</p> <p>Additional responsibilities in line with Local Coach role.</p>	
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Annex 3 – Coach Competency Standards

Head Coach Competency Standard	
Competency	Level
English proficiency	Candidate is able to prepare learning materials in proper English and facilitate workshops and coaching sessions in English; comparable to language level C1
Motivation to join	Candidate is able to demonstrate clearly his/her motivation for coaching activities in Climate-KIC. The candidate also demonstrates eagerness to learn and curiosity for people and their climate change innovation challenges
Coaching experience level	Candidate has at least 3 years of coaching experience and a proven track record of facilitating workshops. He/she has also has coaching experience with practitioners (not only students).
Workshop facilitation skills	Candidate is able to facilitate workshops in an innovative and engaging way according to the objectives of the respective workshops. He/she is also able to adapt the workshop plan if needed (flexibility) and ensure a good time management of the workshop
Group facilitation skills	Candidate is able to facilitate group work, to understand the group dynamics and detail and to motivate groups to achieve ambitious objectives. Hes/she is also able to recognise potential group conflicts and to mediate between group members in cases of conflict

Workshop design capabilities	Candidate is able combine content elements and workshop methods to design workshop agendas appropriate for (given) workshop objectives. Hes/she is able to contextualise the workshop to a certain target group and to link to the expectations of the participants.
Professional appearance	Candidate is able to link to the expectations of course participants, adapt to their needs and has a credible appearance with regard to coaching. He/she is perceived as an expert in leading workshops and education formats.
Understanding of different perspectives	Candidate is able to reflect climate change issues from different perspectives (e.g. business, academia, authority). He/she can facilitates discussions objectively, unbiased from own opinions.
High-level understanding of transitions thinking	Candidate knows and understands the background of transitions thinking. He/she knows respective methods and tools and understands their boundaries and situate relevance for practitioners.
Understanding of climate change contexts	Candidate is able to contextualise challenges and methods/tools to climate change, for example by using respective examples/cases. Candidate has also a good understanding of climate change, respective causes, solutions and controversies.
Capabilities to create learning materials	Candidate is able to design new learning materials based on given learning objectives., especially with regard contextualisation of content elements (regional examples, case studies). He/she is also able to design assignments for applying respective methods/tools to on-the-ground challenges.
Project management skills	Candidate has a track record of managing projects and organising workshops. He/she understands and has experiences difficulties and risks of managing projects and is capable of mitigating those.
Digital literacy	Candidate has a good command of digital tools (social media, online communication, presentation technology) and is able to use them for coaching, workshop facilitation and running webinars.
International experience	Candidate has international experience, especially within Europe, and is able to understand and link to different cultures.

Local Coach Competency Standards	
Competency	Standard
English proficiency	Candidate is able to prepare learning materials in proper English and facilitate workshops and coaching sessions in English; comparable to language level C1
Motivation to join	Candidate is able to demonstrate clearly his/her motivation for coaching activities in Climate-KIC. The candidate also demonstrates eagerness to learn and curiosity for people and their climate change innovation challenges
Coaching experience level	Candidate has basic coaching experiences, for example tutoring students or facilitating basic workshop, also on a voluntary level.
Professional appearance	Candidate is able to link to the expectations of course participants, adapt to their needs and has a credible appearance with regard to coaching.
Understanding of different perspectives	Candidate is able to reflect climate change issues from different perspectives (e.g. business, academia, authority). He/she can facilitate discussions objectively, unbiased from own opinions.
Understanding of climate change contexts	Candidate is able to contextualise challenges and methods/tools to climate change, for example by using respective examples/cases. Candidate has also a good understanding of climate change, respective causes, solutions and controversies.
Group facilitation skills	Candidate is able to facilitate group work, to understand the basics of group dynamics and to motivate groups to achieve ambitious objectives.
Digital literacy	Candidate has a good command of digital tools (social media, online communication, presentation technology) and is able to use them for coaching and workshop facilitation.
International experience	Candidate has international experience, especially within Europe, and is able to understand and link to different cultures.