**Hub Upload Request Proforma**

**Please note** all articles and documents should be proofread and any links included should be checked are working before being sent for upload.

All documents must also be sent in PDF format.

**All requests received before 3.30pm will be uploaded that same day, unless there is any issue, after this time it cannot be guaranteed to be uploaded that same day, but will be completed the following working day.**

|  |  |
| --- | --- |
| **Title of update** | **Getting Started as Climate Ambassadors** |
| **Who is this update for the attention of/target audience?****E.g: Phases / School types / Headteacher, Subject leads & so forth** | All schools |
| **Sign off information – name, job title, contact information if required****Please note that any information given here will be uploaded to the Hub and made public, so please be clear what you want including.** | Vera Vajda - Climate Action and Sustainability LeadVera.vajda@enfield.gov.uk |
| **Number of documents to be attached and titles****\*\*PLEASE ENSURE ALL DOCUMENTS ARE SENT IN PDF FORMAT\*\*** | N/A |
| **Are documents to be uploaded to a** **particular page as well as newsfeed? Please specify** |  |
| **Main body of update****Please note that any information given here will be uploaded to the Hub and made public, so please be clear what you want including.** | **Join a two-part introductory training on becoming a Climate Ambassador and making a difference through our national volunteering program.****Monday, April 7 · 11am - 1pm GMT****Please register at:**  [[**Getting Started as a Climate Ambassador Tickets, Mon, Apr 7, 2025 at 11:00 AM | Eventbrite**](https://www.eventbrite.co.uk/e/getting-started-as-a-climate-ambassador-tickets-1232980561049?aff=erellivmlt&amp;_gl=1%2Aferqsb%2A_up%2AMQ..%2A_ga%2AMTYzMTQ1MzM5NS4xNzQxODg1OTA1%2A_ga_TQVES5V6SH%2AMTc0MTg4NTkwNC4xLjAuMTc0MTg4NTkwNC4wLjAuMA..)](https://www.eventbrite.co.uk/e/london-climate-ambassadors-programme-march-education-staff-training-tickets-1270552389399?aff=oddtdtcreator)**The Climate Ambassadors programme offers education setting in England free access to expert volunteer support to develop and deliver impactful climate action plans.****Put your interest and experience in sustainability and climate change to practical use, supporting education settings to reduce carbon emissions, tackle climate risks and inspire and inform the next generation.**This introductory training is aimed at new Climate Ambassadors or those considering signing up and wanting more information before joining. It will be an opportunity to find out more, to understand the role, and to ask any questions.**The two-hour session** will be split into two parts which you can see in the agenda. You can choose whether to attend both parts at the same time or on separate days, but both are highly recommended ahead of your first activity as an Ambassador.The sessions will be held via Zoom. |

**Upload requests need to be emailed to** **thehub@enfield.gov.uk**