



Job Description

Job title	Manager, Europe Portfolio	Location	Brussels or London
Department	Programmes	Length of contract	Full-time, open-ended
Role type	Geographic	Job level	Manager
Travel involved	Up to 20% internationally or as required	Safeguarding level	TBD
Reporting to	Head of Europe Portfolio	Direct reports	TBC

Who we are

[Clean Air Fund](#) is a philanthropic initiative that works around the world with governments, funders, businesses, and campaigners to deliver clean air for all as fast as possible.

We all need clean air to live, grow and thrive. Yet 9 out of 10 people breathe harmful, dirty air, making air pollution one of our biggest health threats.

Globally, over 8 million people die every year because of air pollution – more than twice as many as from malaria, tuberculosis and HIV/AIDS combined. The poorest communities, living in the most congested areas, are hit the hardest. Babies, children and older people suffer most.

In addition to harming our health, air pollution is linked to climate change.

It doesn't have to be this way.

Cleaning our air can be a solution to some of society's greatest challenges, from public health to climate change, children's development to sustainable economic growth.

How we work

From grassroots to government, Clean Air Fund supports partners to accelerate action on clean air. We do this by:

- funding and partnering with organisations across the globe that promote air quality data, build public demand for clean air and drive action;
- influencing and supporting decision-makers to act on clean air and to strengthen the air quality cause; and
- working with communities that are disproportionately affected by air pollution.

Find out about our 'Clean Air For All' strategy [here](#). Learn more about where we work [here](#).

What Clean Air Fund offers:

We offer the opportunity to be at the heart of efforts to drive the air quality agenda and tackle air pollution across the globe. You would be joining an ambitious organisation that is expanding the scale of its work year-on-year and [making a real difference](#).

We provide a competitive reward package, flexible working and a commitment to supporting your learning and professional development. As a relatively new organisation, we are intentional about building trusting relationships and, to facilitate a strong culture across the team, everyone comes into the office for 50% of their time.

Everyone who works with us shares our values – collaborative, dynamic and evidence-informed – and a commitment to our mission. We are growing rapidly, so comfort with change and the ability to work at pace is vital, as is a desire to learn, improve and develop with the organisation. Find out [here](#) about our values, offices, benefits, salary and commitment to diversity, inclusion and equality.

Job purpose

The Manager, Europe Portfolio contributes to the delivery of Clean Air Fund’s mission, through supporting strategy design, impact assessment, and the development and management of a portfolio of grants with a wide variety of actors including civil society, research and industry.

Scope of role

The postholder will primarily support projects in the European Union (circa 80% time), from stakeholder engagement to scoping of the project, evaluation, impact assessment and management. There will also be an expectation that some time (circa 20% time) be dedicated to supporting UK portfolio projects. The Manager, Europe Portfolio will also input and support on strategy development where appropriate, notably within the UK portfolio, as well as contributing to technical elements of other strategies.

Portfolio background

EU portfolio: Over the past two years Clean Air Fund has developed a portfolio of grants with strategic partners to generate evidence, build demand and drive the development and adoption of the Ambient Air Quality Directive, legislation which sets out to protect our health from harmful concentrations of air pollution. Over the next couple of years, one key focus area will be the transposition and implementation of the directive at national level.

UK portfolio: The Clean Air Fund has been growing and strengthening the clean air movement in the UK since 2019, at the national level and in the strategically important cities of Birmingham, London and Manchester. Looking forward, the portfolio is currently undergoing a strategy refresh, building on the work and developments to date including strengthening of the Environment Act and introduction of a suite of Clean Air Zones throughout the UK.

Key accountabilities

Portfolio Management (60%)

- With support from analysts, lead the end-to-end grant management process for a portfolio of grants within the European Union and UK strategy, from idea generation through to contract closing, ensuring that grants deliver their intended outcomes and meet (and contribute to) Clean Air Fund’s evaluation and learning processes.
- Provide regular updates and appropriate escalation of grant management decisions and problem-resolution to the Head of Europe and UK portfolios
- Provide technical advice, guidance, and support to the design and management of the European Union and UK projects in country portfolios.
- Support the Heads of both portfolios (EU and UK) in ensuring that there is a strong and healthy pipeline of new grant opportunities that aligns to Clean Air Fund’s European Union and UK strategies, including development of grants and concept notes, that ensure the portfolio meets annual budgeting targets.
- Maintain and support continuous improvement of grant management processes
- Contribute to Clean Air Fund’s monthly, quarterly and annual reporting processes for grants under management.

Strategy and Vision (20%)

- Support the heads of portfolio to keep the European Union and UK strategy updated, ensuring that it continues to align to the external environment, to CAF's broader strategies, and that it underpins an impactful portfolio of grants.
- Input into regular strategic planning processes, including the articulation of annual strategic objectives for the European Union and reviews against portfolio goals.

External representation (10%)

- In Europe, develop and sustain strong and productive relationships with key EU stakeholders – including philanthropic partners, representatives of the EU institutions as well as other influential organisations in Brussels and grantees.
- Support the Head of Europe Portfolio to grow CAF's network in the European Union and leverage this network to deliver the above accountabilities
- Promote Clean Air Fund's European Union strategy and portfolio of grants externally, through presentations, thought leadership pieces, and attendance at conferences.
- Keep abreast of developments within the global the European Union field and disseminate key updates to other team members where appropriate.
- Working with colleagues, support the development and submission of fundraising proposals, particularly where aligned to the European Union portfolio, to increase the funding and scaling of CAF programmes

Team management (10%)

- Manage matrixed analyst(s) to ensure delivery of grant management objectives

Person Specification

Essential competencies

- Demonstrable alignment with CAF's mission, values, and goals.
- Experience in project, programme, or grant management
- Experience in financial management, including the ability to interrogate grant budgets.
- Strong interpersonal skills that translate to the ability to build effective networks.
- Strong understanding of how the EU institutions function and experience in EU affairs, notably in health, environment or social policy domains
- Exceptional organizational skills and attention to detail
- Demonstrated ability to think and act strategically and to be outcome-focused, with experience in working in teams that design and execute strategies on complex issues.
- Excellent communication skills, both written and verbal.
- Fluency in English – equivalent to C2 level

Desirable competencies

- Experience in project management for an international non-governmental organisation or a philanthropic organization
- Experience in stakeholder management to influence policies and policymakers
- Experience of working in a range of cultural and socio-economic contexts, adapting style and approach appropriately alongside an ability to work collaboratively with partners located in multiple offices and time zones.
- Technical knowledge in air quality, environmental science, or climate change.
- Fluency in other languages beyond English, notably French

Further information

- This is a full-time role.

- The postholder must have the right to work in Belgium or in the UK.
- The remuneration offered based on relevant experience and commensurate with the role offered
- Due to our size, we will not be able to support visa applications.