

## Job Description

<b>Job title</b>	Portfolio Officer - Poland and Europe	<b>Location</b>	Warsaw, Poland
<b>Department</b>	Programmes	<b>Length of contract</b>	Permanent
<b>Role type</b>	European (Primarily Poland)	<b>Job level</b>	Analyst
<b>Travel involved</b>	Up to 20% national and international travel	<b>Safeguarding level</b>	TBC
<b>Reporting to</b>	<b>Head of Europe Portfolio</b>	<b>Direct reports</b>	N/A

### Who we are

[Clean Air Fund](#) is a global philanthropic organisation that brings together governments, campaigners, researchers, funders, and businesses to create a world where everyone breathes clean air.

### Clean air for all

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 7 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](#).

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## What Clean Air Fund offers

We are a growing organisation that is clear about what we offer and what we expect from everyone in the team.

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 Portfolio Officer – Poland and Europe will help to deliver the Clean Air Fund’s mission through high quality strategic and operational support to core work areas. This includes the design, management and monitoring and evaluation of philanthropic initiatives and programmes, project and grant management, as well as the design and management of partnerships and communication efforts. The Portfolio Officer will work in various ways that range from initiating, designing, managing and supporting management of grants, designing MEL frameworks, inputting into strategy development, as well as leading, managing and supporting a range of projects and workstreams across the breadth of the organisation.

## Scope of role

The post holder works on projects across multiple teams and task managers in a matrix system. The primary focus for this position is CAF’s Poland Portfolio (circa 80% of the time) as well as chosen projects in the broader EU portfolio (circa 20% of the time). The post holder will report to the Head of the Europe Portfolio, in close coordination with the Poland Portfolio Manager. Tasks will combine managing and supporting a set of grants totaling up to c. \$3M per year, as well as managing and supporting a wide range of projects and workstreams across the breath of the organization. The postholder is responsible for managing her/his own workload, reporting to task managers who hold ultimate accountability and budgets for the portfolio.

## Key working relationships

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Internally, the role will liaise mainly with Task Managers (mainly Poland Portfolio Manager), the Finance team for budget management and contracting of projects and grants, MEL lead to design and evaluate projects, grants and strategies, the Strategic Partnerships and Communications team for communications and dissemination of work and the Programme Director for review and approval of grants.

Externally, the primary contact will be grantees and suppliers for grant and project development and management and other stakeholders such as policy makers and experts in the field.

## Key accountabilities

### **Project and Grant management (60%)**

Working with limited guidance to support the design, management, monitoring, reporting, and evaluation of projects/grants, including proposal development, and taking action to help projects stay on track.

- Support the Head of EU and Poland Portfolio Manager in identifying, developing and reviewing grant proposals, demonstrating their alignment with the strategy.
- Lead the end-to-end administration of the grant or project management process (from concept formation through to final grant payment and evaluation) including keeping the grant management system updated.
- Track project performance through regular, structured conversations with grantees and through grantee reporting and report on the project performance to the Head of EU and Portfolio Manager.
- Work closely with members of the Finance team to coordinate payments and review spend, to enable effective cash flow management and reporting.
- Contribute to the Clean Air Fund's reporting to funders and support wider reporting and evaluation activities.
- Support and/or lead on aspects of the Clean Air Fund's direct delivery through management of internally delivered projects.

### **Stakeholder Management (25%)**

- Build effective relationships with grantees – through clear communication on performance expectations and constructive engagement throughout the lifecycle of the grant or project.
- Help organise grantees' work and amplify synergies among projects.
- Establish productive connections with decision-makers, stakeholders and colleagues identifying how Clean Air Fund's initiatives could be readjusted to catalyse progress towards achieving clean air.
- Be CAF's point of contact for selected external stakeholders to inform portfolio-specific strategy and grant development.

### **Research and analysis (10%)**

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- Support development of strategy by conducting research, collating information and/or synthesizing information in initial stages of the process and through close coordination with experts.
- Support fundraising and business development through research and preparing supporting materials which may include inputting into fundraising documents, pitch decks and formulating new project ideas.

## **Sector Knowledge (5%)**

- Develop own capabilities by participating in development activities as well as formal and informal training and coaching.
- Keep abreast of developments within the air quality field especially related to stakeholders, policy development, innovation, technology, and air quality analysis.
- Contribute to function corporate planning in relation to own areas of responsibility and stakeholders.

## **Person Specification**

### **Essential technical competencies**

- Experience in project management for an international non-governmental organisation or a philanthropic organisation.
- Experience of budget tracking and financial reporting.
- Experience in working on environment, health and/or air quality issues.
- Experience in stakeholders mapping, networking and building strong working relationships with a range of stakeholders.
- Proven experience in context research, data gathering and analysis.
- Strong understanding of political processes and landscape in Poland and the EU.
- Experienced in organization of high-level events and workshops.
- Articulate and proficient in both written and spoken Polish and English. Proficiency in additional European languages is considered an asset.
- Proficient in using the latest Microsoft 365 tools, comfortable with cloud-based platforms like Microsoft Teams and SharePoint, highly adaptable to new ways of working, and a good understanding of basic cyber security and data protection responsibilities.

### **Desirable technical competencies**

- Degree in environmental, climate, air quality or public policy.
- Experience in grants scoping, design and management, risks assessment and mitigation, as well as monitoring, evaluation and learning.
- Experience in strategy development and planning the delivery on its objectives
- Meeting facilitation skills.

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## **Essential behavioural competencies**

- Evidence of capacity to work in range of cultural and socio-economic contexts, adapting style and approach appropriately and in a culturally sensitive manner.
- Excellent communication skills including grant and report writing, minute taking, delivering presentations, keeping internal stakeholders updated, as well as sharing constructive feedback.
- Ability to lead on and deliver on time the assigned tasks, while harvesting relevant inputs and guidance from colleagues, partners and stakeholders where relevant.
- Excellent skills in Microsoft Office programmes, including Excel, Word and PowerPoint.
- Proven teamworking skills, including flexibility, enthusiasm, ability to align own work plan and priorities with work of the team.
- Comfortable in managing a wide range of tasks in a fast-paced and dynamic environment
- A self-starter, resilient, able to work at pace with agility and interpersonal flexibility.

## **Desirable behavioural competencies**

- Dynamic, confident, collaborative and with strong influencing skills.
- Belief in the importance of evidence-based decision making.
- Courageous in expressing their views, providing input and feedback.

## **Further information**

- The postholder must have the right to work at the location where this position will be based i.e. Warsaw, Poland
- Clean Air Fund will not be able to support visa applications.
- Salary and benefits will meet local package.
- The organisation facilitates working from home up to 50% for most of the roles.
- This role is full time.