

Job Description

Job title	Analyst, Health	Location	London, UK
Department	SP&C	Length of contract	6 months
Role type	Global	Job level	Analyst
Travel involved	TBC	Safeguarding level	TBC
Reporting to	Manager: Head of Health Task Manager: Various, across the organisation	Direct reports	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 and 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 often 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 biggest 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 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 is [making a real difference](#).

We provide a competitive reward package, flexible working and a commitment to supporting your learning and professional development.

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

Analysts help to deliver the Clean Air Fund's mission through high quality operational support to the Health portfolio of grants and other core work areas. This includes supporting the design, management and monitoring of philanthropic initiatives and programmes, project and grant management, as well as supporting communication efforts.

Scope of role

The post holder works primarily with the Health team, and supports other teams and task managers in a matrix system. Tasks will combine managing and supporting a set of grants, as well as managing and supporting a range of projects and workstreams across the breadth of the organization. The postholder is responsible for managing their own workload and reporting to managers or heads of team, who hold ultimate accountability and budgets for the portfolio.

Key working relationships

Internally, the role will liaise with:

- Line Manager – Head of Health
- Respective (Task) Managers
- The Finance team for budget management and contracting of projects and grants
- MEL lead to design and evaluate projects, grants and strategies
- Strategic Partnerships and Communications team for communications and dissemination.

Externally, the primary contacts will be:

- Grantees and suppliers for grant and project development and management.
- Other stakeholders, such as policy makers and experts in the field.

Key accountabilities

Project and Grant management (60%)

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

- Support the Head of Health and Senior Health Specialist to implement Clean Air Fund's Health strategy by developing, managing, monitoring and evaluating relevant projects, grants and initiatives.
- Managing approval of and contracting of grants and service contracts.
- With supervision and support, lead the end-to-end administration of the grant or project management process (from concept formation through to final payment and evaluation) including keeping the grant and project management system updated.
- Track project performance through regular, structured conversations with grantees and contractors and through grantee reporting and report on the project performance to the relevant manager.
- Work closely with 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 aspects of the Clean Air Fund's direct delivery through management of internally delivered projects.

Stakeholder Management (10%)

- Build effective relationships with grantees, partners and contractors through clear communication on performance expectations and constructive engagement throughout the lifecycle of the grant or project.
- Be CAF's point of contact for selected external stakeholders to inform portfolio-specific strategy, project and grant development.

Research and analysis (20%)

- 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.
- Support development of strategy by conducting research and collating and/or synthesizing information through close coordination with experts, including in lighthouse geographies.

Sector Knowledge (10%)

- 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 and health field especially related to stakeholders, policy development, innovation, technology and air quality analysis and portfolio relevant developments.
- Contribute to function corporate planning in relation to own areas of responsibility and stakeholders.

Person Specification

We value diversity – in backgrounds and in experiences. Air pollution is a universal concern, and we need people from all backgrounds and swaths of life to help create clean air for all. Clean Air Fund's team is collaborative, dynamic and evidence-informed. We have high standards and are results-focussed. We are deliberate about the kind of team and culture that we are building, seeking team members that are not only strong in their own aptitudes but are inclusive and care about supporting each other's growth.

Desirable technical competencies

- Experience in working in health, environment or other relevant fields gained through professional, educational or volunteering activity.
- Demonstratable experience of ability to network and building strong working relationships with a range of stakeholders.
- Experience of the principles and stages of project/grant/MEL management.
- Experience of budget tracking and financial reporting.
- Proven experience in context research, data gathering and analysis.
- 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.

Essential behavioural competencies

- Understanding of how 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, delivering presentations and keeping internal stakeholders updated.
- Ability to manage a busy workload with fluctuating deadlines.
- Proven teamworking skills, including flexibility and enthusiasm.
- 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
- An understanding of the importance of evidence-based decision making and how they might bring that into their day-to-day role.
- Courageous in expressing their views, providing input and feedback to others in a timely and constructive manner.



Further information

- This is a full-time role
- The role will be based in Clean Air Fund's London office. Applicants must be entitled to work in the UK.
- Home working can be agreed for up to 50% of the time.