

Job Description

Job title	Senior Analyst	Location	London, Delhi or Accra
Department	CEO Office	Length of contract	Permanent
Role type	Global	Job level	P7
Travel involved	None/Limited	Safeguarding level	TBC
Reporting to	Manager: Chief of Staff	Direct reports	N/A

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. Yet globally 9 out of 10 people breathe harmful, dirty air, making air pollution one of our biggest health threats. Over 7 million people die every year as a result 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.

But it's far from only a health problem. Since both air pollution and climate change are mainly caused by burning fossil fuels, they share many of the same solutions.

How we work

From grassroots to government, Clean Air Fund supports partners to accelerate action on clean air.

- At a global level, we raise air pollution up the political agenda, galvanise commitment to international targets, support standard setting and knowledge development and mobilise funding for the air quality field from philanthropies and Official Donors. Current global partners include C40 Cities Climate Leadership Group, the World Economic Forum, and the World Health Organisation.
- At a national level, our work in selected 'lighthouse geographies' is designed to test what works and support change. We work in India, Ghana, EU (with a focus on Poland), and the UK, and will begin work in South Africa this year.
- Alongside our in-country and global activities, we focus on themes such as air quality data, health and stakeholder groups such as businesses, to build and support a movement for clean air.

What we offer and expect

We are a rapidly 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 and successful organisation that has



doubled its funding, raising over \$100m in the last six months, and through our dedicated and supportive colleagues has delivered measurable impact. We offer a competitive reward package and flexible working plus a commitment to supporting your learning and professional development.

Everyone who works with us is expected to share our values – collaborative, dynamic and evidence-informed – and to do their utmost to deliver our strategic objectives according to their role. 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. As we are growing rapidly, comfort with change and the ability to work at pace is vital, as is the desire to improve, to engage across and to grow with the organisation.

Job purpose

The Senior Analyst will help to deliver the Clean Air Fund's mission through high quality strategic and operational support to the CEO's Office. This includes leading, managing and supporting internal initiatives, and supporting high impact external engagement of the CEO.

Scope of role

The post holder works on tasks and projects often involving engagement across multiple teams. Tasks will combine initiating, designing, managing and supporting various projects and workstreams, as well as creating clear and compelling briefings, presentations and other communications. The postholder is responsible for managing his/her own workload, reporting to managers who hold ultimate accountability for any given project/workstream.

Key working relationships

Internally, the role will liaise with:

- Line Manager – Chief of Staff
- Senior Leadership Team
- Staff at all levels across all departments

The role will also interact with external organizations, institutions and stakeholders.

Key accountabilities

CEO Support: work with the Chief of Staff to ensure the CEO is supported with their internal and external priorities:

- Prepare for internal and external meetings and events – prepare agenda and briefings, write presentations and speeches, and draft email communications. Collate information from team members across the organisation and ensure it is comprehensive and digestible. Conduct own research if needed.

- Attend key engagements as needed, handling follow-ups, tracking actions, and sharing relevant information across the organisation.
- Work with CoS, comms, advocacy, external events WG and others to identify and implement solutions to streamline and improve quality of external engagement preparations.
- Deliver ad-hoc projects on behalf of the CEO, as needed.
- Keep abreast of the external environment, identifying developments impacting CAF's work (particularly CEO interest areas) and supporting the development of a response.

Project design, management and delivery

- Design and manage key processes and projects for the CEO office. Take proactive action to help projects and processes stay on track.
- Manage and contribute to cross-functional projects and workstreams

SLT and Governance Support

- Prepare materials for SLT and Board discussion and decision. Collate information, conduct and synthesize research, and consult appropriately to generate insights and recommendations.
- Contribute to org-wide planning and dissemination to foster greater alignment, efficiency and effectiveness across the organisation.
- Support Board meeting preparation and coordination, as needed.
- Support the streamlining and digitization of SLT processes.
- Support the planning and delivery of key internal events, including CAF's annual strategy meeting of its Board, Grant and Charitable Activities Committee and funders, and staff offsites.

Person Specification

Essential technical competencies

- Experience in project management in the non-profit or philanthropic sector.
- Experience of leading cross-organisational initiatives or workstreams.
- Experience in research, data gathering and analysis.
- Experience in drafting high quality speeches, briefings and presentations for high-level audiences across a wider range of topics.
- Excellent skills in Microsoft Office programmes, including Excel, Word and Powerpoint.

Desirable technical competencies

- Experience of managing complex projects independently.
- Experience of high-level event planning.
- Relevant sector knowledge in air quality, climate change, health, development and/or philanthropy.

Essential behavioural competencies

- Understanding of working in range of political, cultural, and socio-economic contexts, adapting style and approach appropriately and in a sensitive manner.

- Excellent communication skills including report writing, public speaking and keeping both internal and external stakeholders updated.
- Ability to drive and deliver on a busy workload with fluctuating deadlines.
- Proven project management and teamworking skills, including flexibility and enthusiasm.
- A self-starter, resilient, able to work at pace with agility and interpersonal flexibility.
- Courageous in expressing their views, providing input and feedback to others in a timely and constructive manner.
- Interest in and alignment to CAF's mission and values.

Desirable behavioural competencies

- Dynamic, confident, collaborative and with strong influencing skills.
- Experience of driving evidence-based decision making, ideally at Executive- and Board-level.

Further information

- This is a full-time role
- The role will be based in one of Clean Air Fund's locations: London, Delhi or Accra. Applicants must be entitled to work in UK, India or Ghana.
- Home working can be agreed for up to 50% of the time.