

## Job Description

<b>Job title</b>	Senior Analyst	<b>Location</b>	London, UK
<b>Department</b>	UK Portfolio, Programmes Team	<b>Length of contract</b>	Permanent
<b>Role type</b>	National	<b>Job level</b>	P7
<b>Travel involved</b>	Occasional, within the UK	<b>Direct reports</b>	N/A
<b>Reporting to</b>	<b>Manager:</b> Head of UK Portfolio <b>Task Manager:</b> Various, across the organisation		

### 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, South Africa EU (with a focus on Poland), and the UK, and will begin work in Indonesia 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 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 and climate change across the globe. You would be joining an ambitious and successful

organisation that is delivering 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, 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**

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

### **Scope of role**

The post holder works on projects across multiple 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 wide range of projects and workstreams. 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:

- Respective (Task) Managers.
- The Finance team for budget management and contracting of projects and grants.
- The Monitoring, Evaluation and Learning team to design and evaluate projects, grants and strategies.
- Strategic Partnerships and Communications team for communications and dissemination of work
- The Executive Director - Programmes for review and approval of grants and contracts.

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 (50%)**

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 the UK portfolio to implement the portfolio strategy by developing, managing, monitoring, and evaluating relevant grants, projects, and initiatives. This includes managing approval and contracting of projects, setting appropriate outcomes, and ensuring there are clear plans in place with proportionate governance.
- With minimal 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 and manage project performance through regular, structured conversations with grantees, partners and contractors; and through grantee reporting and reporting on the project performance to the relevant Manager and propose appropriate and proportionate interventions to the relevant manager to help projects stay on track.
- 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 work through management of internally delivered projects, including task managing relevant team members.

## **Stakeholder Management (20%)**

- 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 development of strategy by conducting research and collating and/or synthesizing information through close coordination with experts in the UK.
- 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 (10%)**

- Keep abreast of developments within the air quality field especially related to stakeholders, policy development, innovation, technology and air quality analysis and portfolio relevant developments.
- Develop own capabilities by participating in development activities as well as formal and informal training and coaching.

## **Person Specification**

### **Essential technical competencies**

- Experience in project/grant management, ideally in the non-profit or philanthropic sector.
- Experience working on environmental, health, and/or air quality issues in the UK.
- Some knowledge and understanding of politics and policymaking in the UK.
- Experience in context research, data gathering and analysis.
- Excellent skills in Microsoft Office programmes, including Excel, Word and Powerpoint.

### **Desirable technical competencies**

- Experience of budget tracking and financial reporting.

### **Essential behavioural competencies**

- Experience in networking and building strong working relationships with a range of stakeholders.
- 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 written and verbal 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 to bring that into the role.
- Courageous in expressing 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 London.
- Home working can be agreed for up to 50% of the working time.