

Job Description

Job title	Project Director, Europe	Location	Brussels or London
Department	Programmes	Length of contract	Fixed term until end of December 2027
Travel involved	Across Europe in target Member States; some international travel	Role type	Geographic
Reporting to	Executive Director of Programmes	Direct reports	Head of Europe Portfolio, Project Managers and Analysts

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 nine out of ten people breathe harmful, dirty air, making air pollution one of our biggest health threats.

Globally, over eight 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 does not 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 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.

Implementing New Air Quality Standards in the EU

Over the past three years Clean Air Fund has developed a portfolio of grants with strategic partners in the EU to generate evidence, build demand and drive the development and adoption of the revised Ambient Air Quality Directive (AAQD) by the EU institutions. The updated legislation sets out to better protect our health from harmful concentrations of air pollution.

In November 2024, the Directive was adopted and as per the requirements, all EU Member States must transpose the legislation into national law by 2026 and implement measures to achieve new AAQD limit values by 2030. To support this, CAF plans to initiate a **two-year technical assistance and policy advocacy programme** aimed at helping targeted Member States to transpose the AAQD by 2026 and start implementation. The programme will focus on nine strategically chosen Member States and within these Member States will focus on their most polluted regions to promote strong clean air policies and achieve significant emissions reductions. To ensure delivery and management of activities across these nine EU Member States, we are setting up a dedicated project team.

The project team will be led by a **Project Director** to oversee the project strategy, grant-making across multiple EU Member States and engagement with the partners and funders.

Job purpose

The Project Director will lead the establishment of Europe Clean Air Quality project in the EU as a functioning multi-stakeholder project, ensuring it is well set-up, with a strong programme management and implementation team, effective governance, a clear strategy and buy-in from partners and funders.

Scope of role

The Project Director will:

- Have overall responsibility for establishing strategy, systems and processes for ensuring Europe Clean Air Quality project can successfully grow, as it receives funding, to achieve air pollution and climate emissions reductions in nine EU Member States.
- Oversee the contracting and management of grantees, project team and consultants who will design strategies, processes, systems and partnerships needed to deliver the project.
- Lead relationships with senior stakeholders, including funders and prospective funders, founder partners, major external partners and independent trustees/governance members.

- Invite and engage key partners to ensure the project is deeply rooted in the nine Member States and is authentically representative of the interests and concerns of communities in the most polluted regions.
- Work closely with the Executive Director of Programmes and Clean Air Fund's Europe team, ensuring it is supported to provide effective guidance, and support the project implementation and communicate impact.
- Supervise budget, operational planning, and engagement across nine EU Member States.

Key working relationships

- CAF Senior Leadership Team.
- CAF Europe Team and Head of Europe Portfolio
- Grantee partner leaders, consultants and key staff.

Key accountabilities

Strategy and Governance (40%)

- With partners and stakeholders, define strategy and develop projects in each nine Member States and cross-cutting projects across the EU
- Initiate implementation of technical assistance, policy advocacy and strategic communications projects.
- Establish key partnerships across targeted Member States to allow the project to function effectively and lead country level engagement in at least 4 Member States.
- Oversee implementation of sectoral priorities (domestic heating, transport), identification of most polluted regions in each targeted Member State and mapping of tactics, outreach and the pathway to ensure transposition of AAQD and development of implementation plans.

Operational implementation (35%)

- Oversee creation of systems and processes that allow project to function and reach its vision in the 2-years.
- Manage team members, appoint consultants and sign-up grantee partners and contractors to get a fast start in key areas.
- Initiate hirings of project team and consultants to implement the project, leveraging the strengths of key global and local grantee partners and stakeholders.
- Manage core budgets effectively and align initial grant making with strategy agreed above.

Relationship Management (25 %)

- Report on progress and seek key decisions from the Senior Leadership Team.
- Ensure funders and prospective funders are well briefed on the project progress and its impact.
- Diplomatically balance the interests of different stakeholders while ensuring the right decisions are taken to ensure the project's vision can be realized.
- Work closely with key stakeholders in Brussels and targeted Member States, external and internal stakeholders to allow the project to achieve its potential.

Person Specification

Essential technical competencies

- Extensive experience in managing high value projects internationally or in European Union and in a complex context.
- Extensive experience in team management, both in person and remotely
- Deep knowledge of energy transition or climate policies in the EU and of EU political economy. Knowledge of air pollution issues will be an advantage.
- Excellent project management skills.
- Excellent strategic sense and ability to shape and direct a new initiative.
- Excellent budget and grant management capability.
- Strong awareness of the global and country level network of organisations working in the EU that are delivering on their climate change ambitions.
- Strong familiarity with fundraising processes.
- Evidence of ability to lead complex projects at pace, with a solutions-orientated mindset.
- Ability to articulate a vision for a project and communicate it effectively to diverse groups of stakeholders.
- Proficient in using the latest Microsoft 365 tools, comfortable with cloud-based platforms like Microsoft Teams and SharePoint, adaptable to new ways of working, and an excellent understanding of basic cyber security and data protection hygiene.

Desirable technical competencies

- In depth knowledge of energy transition, climate policy issues.
- Knowledge of funder universe.
- Partnership building and having a network in the air pollution sector.

Essential behavioural competencies

- Strong leadership skills.
- Actively invests in the growth and development of team members, empowering others through mentorship, constructive feedback, and opportunities for learning and leadership.
- Relationship building skills, with a wide range of partners from diverse backgrounds, for example city leaders and local community groups.
- Ability to manage and resolve conflicting interests diplomatically.
- Ability to delegate while ensuring projects move forward systematically and efficiently.
- Unflappable problem-solving attitude and ability to negotiate to secure optimal outcomes.
- Strong presentational skills.

Desirable behavioural competencies

- Language skills (German/French or other European languages) in addition to English

Further information

- The postholders must have the right to work at the location where this position will be based.
- The post-holder can be based in London or Brussels, with a preference for the latter.
- 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 on fixed term basis for 2 years.