

Job Description

Job title	Advocacy Officer	Location	London, UK/ Nairobi, Kenya
Department	Strategic Partnerships and Communications	Length of contract	Permanent
Role type	Global	Job level	Analyst
Travel involved	Some international travel (likely 1- 2 times a year)	Safeguarding level	TBC
Reporting to	Manager: Advocacy Manager 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. Yet 9 out of 10 people breathe harmful and dirty air, making air pollution one of our biggest health threats.

Globally, over 8 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.

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.

Where we work

We work where both the need and potential for impact is greatest.

- Through our global programme, we raise air pollution up the agenda and encourage action. Our current global partners include C40 Cities, Climate Leadership Group, the World Economic Forum, and the World Health Organization.
- Our programmes in key geographies are designed to support and catalyse change. We are currently work in the EU (including Bulgaria and Poland), Ghana, India, and the United Kingdom.
- Alongside our in-country and global activities, we focus on themes such as air quality data, health and private sector engagement in order to build and support the clean air movement.

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 reduce air pollution across the globe, working with a high calibre team. You would be joining an ambitious organisation, and would benefit from our commitment to your learning and career 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 we are growing rapidly, comfort with almost continuous change is vital as is the desire to learn, improve and grow with the organisation.

Advocacy portfolio background

Air pollution is an issue which cuts across country borders, and so one of our priorities is to support increased global, regional and mini-lateral action on air quality, through pushing air quality up the political agenda and, for example, securing commitments to meet WHO air pollution targets.

The advocacy portfolio at the Clean Air Fund co-ordinates thematic advocacy across the organisation, leads CAF representation at global and regional events, and its engagement with multi-lateral and regional processes.

We work closely with our health, super-pollutants, and data portfolios on thematic policy and advocacy work, as well as with the Breathe Cities Initiative. The advocacy function also focuses on increasing the amount of global finance for air quality and increasing co-ordinating global, regional and mini-lateral action on air quality.

Advocacy at CAF includes both direct advocacy and movement building, working with external organisations to deliver policy reports, and support through grant-making to advocacy and

campaigning focused organisations. Our diplomatic programme focuses on working with governments, multi-lateral and regional organisations and processes, as well as diplomatic groupings to advance co-ordinated action on air quality. We also provide strategic advice on campaigning to portfolios across the organisation, and grant making to campaigning organisations.

The advocacy team consists of the Head of Advocacy, one Advocacy Manager, one Diplomacy Manager and one Advocacy Officer.

Job purpose

The Advocacy Officer will play a central role in achieving our team's aims to increase understanding of the importance for air quality action, drive action on air quality at international, national and sub-national level and increase the amount, quality and geographical spread of donor funding for air quality work. Our work straddles engagement with multilateral processes, such as COP, G20, as well as the engagement with multilateral and bilateral development donors, UN agencies and country representatives. We do this through direct advocacy, as well as through funding others to do so.

Scope of role

The Advocacy Officer helps to deliver Clean Air Fund's mission through high quality support to the work of the advocacy team. This includes support in identifying, establishing and implementing advocacy grants; the project management of campaigns and advocacy influencing efforts and key global influencing moments; writing briefings for senior staff; and general administrative support. The Advocacy Officer also collates or conducts research to input into the strategic development of main work areas, such as international air quality financing and multilateral engagement.

Key working relationships

The Advocacy Officer works closely with senior colleagues, building independence over time as skills develop. Under the guidance of the line manager, the analyst will interact with:

- Key external stakeholders among our advocacy and campaign partners.
- Portfolio Managers and Thematic Leads who the analyst will support in project delivery.
- The Finance team for budget management and contracting of service contracts, projects and grants.
- The Monitoring, Evaluation and Learning team for guidance on evaluating projects, grants and strategies.
- The communications team for strategic communications and events related work.
- The Programmes Team for support on grants and contracts where they relate to the Advocacy portfolio.
- CEO office for support on advocacy-related stakeholder relations and events.
- Other stakeholders, including policy makers and experts in the climate and air quality field.

Key accountabilities

Project and grant management, and planning (60%)

Working with guidance to support the design, management, delivery, monitoring, reporting, and evaluation of influencing projects and grants, including proposal development.

- Lead the end-to-end delivery of advocacy grants, from concept formation to implementation, with support from managers and head, in the advocacy team.
- Support the head of team and managers to ensure successful implementation of the advocacy strategy.
- Support the end-to-end administration and project management of major influencing projects, including multilateral events such as COP and the World Bank meetings and multi-lateral processes such as the G20 from concept formation to delivery, launch and evaluation
- Organise advocacy events, including side events, webinars and report launches
- Manage project delivery and partnership engagement activities through arranging meetings, workshops, events and internal coordination and reporting.
- Support members of the Advocacy Team and the Strategic Partnership & Engagement Team in implementation of the advocacy strategy and identifying and responding to opportunities to advance team and wider organisational goals.
- Project manage the advocacy team's workplan and grant reporting deadlines.
- Manage the organisation's advocacy event calendar, monitoring key influencing opportunities and managing internal coordination meetings to streamline cross-organisational advocacy efforts.
- 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.

Stakeholder management (15%)

- Support colleagues to build and manage relationships with key CAF advocacy and campaign partners, development agencies and multilateral finance institutions, coordinating meetings, developing background briefings and providing administrative support.
- Build effective relationships with stakeholders including agencies and other suppliers, grantees and donors – through clear communication, consistent follow up and responsiveness throughout the lifecycle of a project or partnership.
- Be CAF's point of contact for selected external stakeholders to inform strategy and project development, for example, on CAF's activities at UN Climate Weeks, World Bank Annual Meetings or UNFCCC COP meetings.

Research and analysis (15%)

- Support development of strategy by conducting research and collating and/or synthesising 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.
- Prepare briefings and draft speeches for senior CAF staff ahead of meetings and events, with the support of the wider advocacy team

Sector knowledge (10%)

- Develop own capabilities by participating in development activities as well as formal and informal training and coaching.
- Keep abreast and inform colleagues of developments within the air quality field and related fields especially related to stakeholders, climate policy, development and financing trends, and innovations in tackling pollution.

Person Specification

Essential technical competencies and experience

- Strong project management skills and experience. Proven experience in context research, data gathering and analysis.
- Strong interest in international affairs, climate and environmental issues, politics and finance, and social change.
- Excellent communication skills including grant and report writing, minute taking, delivering presentations and keeping internal stakeholders updated and a proven ability to communicate persuasively both in writing and verbally.
- 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.
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Desirable technical competencies and experience

- Tertiary level education or equivalent work experience.
- Evidence of interest in air quality issues, public policy or multilateral finance.
- Experience of working in international or multi-lateral advocacy.
- Experience of budget tracking and financial reporting.
- Sound understanding of principles of monitoring, evaluation and learning.
- Experience in using grant management systems and contracting.

Essential behavioural competencies

- Experience in networking and building strong working relationships with a range of stakeholders.
- Evidence of capacity to work in range of cultural and socio-economic contexts, adapting style and approach appropriately and in a culturally sensitive manner.
- Demonstrate being exceptionally organised, with ability to support colleague in delivering complex projects against tight timelines and to a high standard.
- 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
- Belief in the importance of evidence-based decision making
- Courageous in expressing their views, providing input and feedback.

Further information

- This is a full-time role (we are open to discuss flexible working arrangements). The role will be based in one of Clean Air Fund's locations: London or Nairobi. Applicants must be entitled to work in UK or Kenya.
- Clean Air Fund runs a hybrid working model, with staff able to work from home up to 50% of the time.