

Job Description

Job title	Senior Analyst (SP&C)	Location	London, UK Delhi, India Accra, Ghana
Department	SP&C	Length of contract	Permanent
Role type	Global / National	Job level	P7
Travel involved	TBC	Safeguarding level	TBC
Reporting to	Head of: Head of Private Sector Engagement Task Manager: Various, across the organisation	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

This role will help to deliver the Clean Air Fund's mission through high quality strategic and operational support to the Private Sector Engagement team, wider Strategic Partnerships & Communications and other core work areas. This includes the design, management, monitoring and evaluation of philanthropic initiatives and programmes, project and grant management, including events, 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 initiating, designing, managing and supporting a set of grants, as well as leading, managing and supporting a range of projects and events across the breadth of the organization. The postholder is responsible for managing his/her own workload, reporting to managers who hold ultimate accountability for the portfolio.

Key working relationships

Internally, the role will liaise with,

- Line Manger.
- 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 of work and
- The Director for review and approval of grants and contracts and event coordination.

Externally, the primary contacts will be

- Grantees and suppliers for grant and project development and management.

- Other stakeholders such as businesses, industry partners and experts in the field.

Key accountabilities

Project, events and grant management (55%)

Working to design, manage, monitor and evaluate projects/grants, including proposal development, and taking action to help projects stay on track.

- Support the Head of Team and/or Manager of team to implement the Private Sector Engagement strategy by developing, managing, monitoring, and evaluating relevant grants, projects, and initiatives. Includes managing approval of and contracting of grants and projects, setting appropriate outcomes, and ensuring there are clear plans in place with proportionate governance.
- Support wider CAF team with expertise on the business case for and status of corporate action on climate, health and air pollution.
- With minimal supervision and support, lead the end-to-end administration of the grant and project management process for flagship projects (such as our annual State of Global Air Quality Funding report) across the Strategic Partnerships & Communications team.
- 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 Manager and Head of Team to help projects stay on track.
- Support project and team leads to effectively track and monitor activities and impact.
- Project manage organization-wide events and associated communications, supporting on private sector engagement opportunities where relevant (such as for Climate Week NYC).
- 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 direct delivery through management of internally delivered projects, including task managing relevant analysts/specialists.

Stakeholder Management (25%)

- Build effective strategic relationships with grantees, partners, and contractors through clear communication on performance expectations and constructive engagement throughout the lifecycle of the grant or project to identify opportunities to amplify CAF's work.
- Be CAF's point of contact for selected external stakeholders in relevant areas to inform portfolio-specific strategy, project, and grant development.
- Identify and build effective strategic relationships which support private sector action, business/industry groups, through external engagements and other relationship-building and networking activities.

Research and analysis (15%)

- Support development of strategy by conducting and synthesizing research, collating information, and generating insights in initial stages of the process and through close coordination with experts, particularly on the topic of corporate engagement. Contribute to landscape/stakeholder analysis. Present research meaningfully and with thought to the audience.
- Support on research and mapping of key stakeholder relationships, looking for opportunities to expand outreach of private sector initiatives.
- 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 (5%)

- Advance own capabilities by participating in development activities as well as formal and informal training and coaching.
- Keep abreast of developments within the field of air quality especially related to stakeholders, policy development, innovation, technology and health impact analysis and portfolio relevant developments. Analyse this information to feed into CAF decision-making and strategic review processes.
- Contribute to function corporate planning in relation to own areas of responsibility and stakeholders.
- Share insights and experience, especially from a specialist knowledge area, for the benefit of other team member

Person Specification

Essential technical competencies

- Experience in grant/MEL design and management in the non-profit or philanthropic sector.
- Experience with project management in the non-profit or philanthropic sector.
- Experience leading on events.
- Experience working on environment, health, MEL and/or air quality in a similar role with some experience that is directly relevant to Private Sector Engagement.
- Experience in networking and building strong working relationships with a range of stakeholders, including external partners, senior decision makers and experts.
- Proven experience in context research, data gathering and analysis.
- Excellent skills in Microsoft Office programmes, including Excel, Word and Powerpoint.
- Experience of budget tracking and financial reporting.

Desirable technical competencies

- Sound understanding of corporate sustainability and wider context (e.g. relevant policy).
- Experience of managing complex projects with external partners independently.

Essential behavioural competencies

- Highly organised and efficient approach to project and task management.
- Understanding of working in range of political, cultural, and socio-economic contexts, adapting style and approach appropriately and in a sensitive manner. Relevant development experience dependant on portfolio.

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- Excellent communication skills including grant and report writing, public speaking and keeping both internal and external stakeholders updated.
- Ability to drive and deliver on a busy workload with fluctuating deadlines.
- Able to work flexibly in a team, with enthusiasm for promoting effective ways of working across projects.
- 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 mission and values.

Desirable behavioural competencies

- Dynamic, confident, collaborative and with strong influencing skills, including the ability to build and maintain strong strategic relationships with external stakeholders.
- Experience of driving evidence-based decision making.

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.