

## Job Description

<b>Job title</b>	Multilateral and Economic Diplomacy Adviser	<b>Location</b>	London, UK
<b>Department</b>	Strategic Partnerships & Communications	<b>Length of contract</b>	12 – 18 months, with possibility to extend depending on funding. Open to secondments.
<b>Role type</b>	Global	<b>Job level</b>	D10
<b>Travel involved</b>	Some international travel	<b>Direct reports</b>	None
<b>Reporting to</b>	Head of Advocacy		

### Role Summary

The Clean Air Fund is a global philanthropic initiative at the heart of the fight against air pollution. We are seeking an experienced diplomat or advocate to join us for at least 12 – 18 months, to manage our diplomatic work and to help us make the economic case for action on air pollution.

Air pollution does not respect national borders, and so it's vital that countries work together to tackle it. We need an entrepreneurial multi-lateral and economic diplomacy adviser, who can persuade leaders to support increased supra-national action on air quality and convince decision makers of the economic benefits of clean air.

You will be adept at operating with multilateral and/or regional fora, such as the G20, UN, African Union, and other regional bodies, as well as with national governments who want to show leadership on air quality. Much of our work is done with partners, grantees and funders, so you will need experience of working collaboratively to achieve goals.

You will be politically astute and globally aware, imaginative and adaptable in your approach, and ready to take the initiative to achieve concrete changes in positions and policy. You will be supported to work at pace, seizing opportunities as they come. You will be comfortable engaging with government and multilateral stakeholders, representing Clean Air Fund in fora as needed, and supporting senior Clean Air Fund staff on their engagements.

Expertise in economics and economic diplomacy is valuable. While experience working on environmental issues such as climate change or air quality is preferable, you don't need to be an air quality expert. You will have excellent written analytical and communication skills, and the skill-set to manage projects (including grants and contracts), in support of our global advocacy strategy.

We know not all candidates will cover all of the skills and experience listed here. Don't be put off applying if you have a particular weighting towards diplomacy or economics.

## 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. Headquartered in London, we have about 100 staff worldwide and fund projects in more than 30 countries.

## Clean air for all

We all need clean air to live, grow and thrive, yet 9 out of 10 people breathe harmful, dirty air, making air pollution one of our biggest health threats.

Globally, almost 8 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 doesn't 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, including through technical assistance projects, to act on clean air and to strengthen the air quality cause;
- 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

As a growing organisation, we offer the opportunity to be at the heart of efforts to drive the air quality agenda and tackle air pollution across the globe. We are ambitious and focused on expanding the scale of our work year-on-year to [deliver real impacts](#).

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. To facilitate a strong culture across the team, everyone comes into the office for 50% of their time.

We expect those who work with us to demonstrate our values – collaborative, dynamic and evidence-informed – and a 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.

### **Department background**

The advocacy function at Clean Air Fund focuses on increasing the amount of global finance for air quality, promoting co-ordinated global, regional and mini-lateral action on air quality, and making the case for action on air quality, with a new focus on the economic arguments

The Advocacy function also co-ordinates thematic stakeholder engagement and advocacy across the organisation, leading CAF's representation at global and regional events, and its engagement with multilateral and regional processes.

### **Job purpose**

Despite the growing impact of air pollution on climate and health - with almost 8 million people dying every year - international action to tackle the issue falls short. Air pollution transcends country borders, and so one of our priorities is to support increased global, regional and mini-lateral action on air quality. We have seen global momentum in the past year, with the G20 Cape Town Declaration on Air Pollution, and new WHO targets on air pollution.

The role focuses on direct diplomacy work, and will also manage some service contracts and grants related to multilateral, regional and mini-lateral diplomacy including government engagement and development of policy papers.

Subject to the jobholder's expertise, the jobholder will also manage work to develop CAF's high-profile 'Economic Case' work. This is a planned strand of research projects, reports and technical assistance programmes which will support CAF's economic diplomacy and wider advocacy by building evidence around the economic costs of air pollution and supporting the development of policies and investment cases to tackle it.

This is a contract role with a 12 – 18 month duration, depending on the applicant's preferences. We are open to secondments for this role. It has potential for extension, depending on funding.

### **Scope of role**

The postholder works with the Head of Advocacy to implement the Clean Air Fund's diplomacy work on global, regional and mini-lateral air quality action, as well as supporting wider advocacy and campaigning approaches and strategy development as required.

This role will build strong relationships with governments, multilateral, regional organisations, diplomatic groupings, thought leaders, think tanks and civil society organisations to support action on air quality. Key external stakeholders we work with include UNEP and the Climate and Clean Air Coalition, the G20, COP Presidencies, the UNECE, OECD and the African Union.

The role will also support Clean Air Fund's national offices to engage in multilateral and regional processes, as part of our 'local to global and global to local' approach.

There will be opportunities for international travel, in particular to multilateral and regional fora.

This position will also develop and manage grants and service contracts, oversee the production of advocacy products and policy briefs, and organise side-events and bilateral meetings at international fora.

The post-holder will also provide diplomatic intelligence and recommendations for Clean Air Fund on these processes and changing geopolitics.

While this role does not have direct line management responsibilities it will include task management of analyst and senior analysts' work, activity management of external consultants who support some of our diplomatic engagement and management of various research and technical assistance projects.

### **Key working relationships**

This role reports to the Head of Advocacy and works closely with colleagues in our health, super-pollutants, data, private sector engagement and communications portfolios, as well as with teams in our national offices. The role will also work closely with the CEO's office, to support our CEO and wider leadership team in their international engagement.

The post-holder will also build and hold relationships with multilateral and regional organisations, and bi-lateral government relationships at the working level.

The role will work closely with CAF partners and grantees to ensure strong alignment on diplomacy and advocacy efforts both at the global level and in the countries where we operate, as well as engaging with the wider clean air field.

### **Key accountabilities**

#### **Influencing and Partnering 45%**

- Manage engagement with countries where CAF does not have a geographic presence, building relationships at a working level with key members of climate, environment, and finance ministries, and supporting engagement for CAF's Head of Advocacy, SLT and CEO.
- With the support of the Head of Advocacy, manage Clean Air Fund's strategic engagement with key multilateral processes and organisations, such as the UNFCCC, G20 and OECD..
- Support on the creation of diplomatic engagement strategies for multi-lateral and regional processes, including the UNFCCC COP processes, G20, and regional and mini-lateral air quality and climate forums
- Build and deliver strategies to support the development and delivery of regional and mini-lateral clean air processes, such as the Africa Clean Air Programme and the Gothenburg Protocol, engaging with member states, regional and global bodies as needed, and supporting CAF national offices on this work.
- Build effective working level relationships with counter-parts in global climate, environment, international development and air quality communities to help Clean Air Fund advance its advocacy agenda.
- Collaborate with global movements and campaigns on air quality, climate and health.
- Represent CAF within groups and processes working to secure clean air or pursuing aligned health or environmental goals, to help create a broad and deep clean air movement. This will include traveling to represent CAF at conferences and multilateral fora.
- Coordinate where necessary with Clean Air Fund donors, the broader philanthropic climate community and associated campaign groups and networks
- Support global clean air communication opportunities in close consultation with the communications team.

### **Management and delivery 35%**

- Manage advocacy work, creating work-plans, building evidence, creating key messages and talking points, working with partners, and driving towards clear influencing goals.
- Manage the development and delivery of grants and service contracts to drive forward Clean Air Fund's advocacy and diplomacy goals.
- Subject to the jobholder's expertise, develop and oversee delivery of a portfolio of economic projects which build the evidence base around the economic impacts of air pollution and offer countries assistance to develop and assess the economic and financial case for new policies and investments.
- Working with CAF's MEL specialists, develop MEL frameworks to assess CAF's diplomatic engagement work and report against these
- Effectively task manage analysts and senior analysts working on advocacy and diplomacy projects
- Manage participation at diplomatic events with support from the advocacy officer. This may include overseeing our grantees and supporting senior CAF participation.
- Manage dissemination of advocacy products with to stakeholders, including organising webinars, panels events and report launch events (with support from the advocacy officer).

### **Policy and Positioning 15%**

- Support the development of policy positions for CAF on key climate and air quality issues, working with issue experts in our thematic portfolio teams.
- Support the Head of Advocacy on the development of CAF's strategy, and subsequent fundraising proposals, to make the economic case for action on air pollution
- Provide technical advice on CAF's economic case and air quality financing work
- Develop, and where relevant oversee, policy briefings and reports on key topics.
- Maintain awareness of policy developments in relevant sectors, and brief CAF staff on these
- Provide advice on policy issues for internal teams and senior stakeholders, developing policy lines for speeches and briefings as required
- Work to ensure that equity lies at the heart of CAF's policy development

### **Strategy and Planning 10%**

- Contribute to the development of CAF's advocacy and diplomacy strategy at global, regional and multi-lateral levels
- Give advisory support to advocacy and diplomacy work taking place under national portfolios under 'local to global and global to local' advocacy approach.
- Contribute to CAF's overall movement-building strategy, by supporting the development of strategies around global advocacy, clean air champions, public mobilization and local campaigning.
- Gather political intelligence on global, regional and multilateral processes relevant for Clean Air Fund's work, including but not limited to UNFCCC COP, G20, the African Clean Air Programme and Gothenburg Protocol. Advise on emerging opportunities and risks in a changing geo-political context.
- Ensuring that Clean Air Fund's diplomatic engagement includes an equity focus

### **Person Specification**

We value diversity. Air pollution is a universal concern. We need people from all backgrounds and walks of life to help create clean air for all. Clean Air Fund's team is collaborative, dynamic and evidence-informed. We have high standards and are results-focused. We are deliberate about the kind of team and culture that we are building, seeking team members who combine a strong skillset with an inclusive approach.

### **Essential technical competencies**

- Extensive experience engaging in international diplomacy within multilateral and regional processes, achieving concrete changes in positions and policy (this experience can have been gained through work in governments, multilateral organisations, civil society and/or philanthropy)
- Experience of building effective partnerships with governments and officials from multilateral and regional organisations
- Ability to represent the Clean Air Fund in external forums and with external stakeholders
- Experience supporting senior staff to engage government stakeholders and participate in multilateral events, including designing visit programmes, writing briefings and speeches
- Experience overseeing the delivery of high-level events, side-events, and webinars

- Proven expertise in stakeholders engagement, including diplomats, politicians, think tanks and civil society
- The ability to carry out global geo-political analysis, including stakeholder and influence mapping
- Knowledge of environmental policy issues, such as a climate change or air pollution
- Experience of development and delivery of diplomatic strategies
- Project management of events and product creation across internal and external stakeholders
- Excellent written and verbal communication
- Knowledge of international diplomacy with expertise in one or more of the following areas: environmental diplomacy, economics, multilateral diplomacy, finance.
- 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**

- Knowledge of air pollution policy and advocacy
- Knowledge of economic modelling
- Knowledge and experience of putting equity at the heart of policy development
- Experience of project design and management, ideally covering both grant and service contracts.

**Essential behavioural competencies**

- Ability to create trust with staff and diverse stakeholders, to build strong interpersonal relationships and to show success in building effective partnerships and networks.
- Excellent planning, management and coordination skills, with the ability to organise a fast-paced workload comprised of complex, diverse tasks and responsibilities
- Ability to work reactively and nimbly, adapting plans and strategies at pace

**Further information**

- Candidates are required to have the right to work for the location they apply for.
- Home working can be facilitated for up to 50% of the time
- This is a full-time position, but CAF has a flexible working policy and is open to flexible working requests. There is scope to consider 0.9 Ft.
- We will not be able to support work visa applications.