

Job Description: Chief of Staff

Job title	Chief of Staff (maternity cover)	Location	London
Department	CEO's Office	Length of contract	12 months (maternity cover)
Travel involved	Occasional international travel	Job level	Head of
Reporting to	CEO	Direct reports	3 direct reports and an overall team of 7 - Senior Executive Assistant (managing 4 EAs) - Strategy Manager - Senior Analyst

Who we are

[Clean Air Fund](#) is a global philanthropic organisation that works with governments, funders, businesses and campaigners to create a future where everyone breathes clean air. We fund and partner with organisations across the globe that promote air quality data, build public demand for clean air and drive action. We also influence and support decision makers to act on air pollution.

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, over 7 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;

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- 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 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 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 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.

Scope of role

The Chief of Staff is to be a key partner to the CEO, driving strategic alignment across the organization while enhancing executive decision-making and external impact. This role combines strategic thinking, governance leadership, and effective project and stakeholder management to enable the Clean Air Fund to achieve its mission of improving global air quality.

Key working relationships

The CEO depends on the Chief of Staff to function effectively. The post holder needs to be at the heart of the organisation, with a finger on the pulse of issues and able to present our ambition and initiatives with precision and aplomb. The post holder will have line management responsibility of three roles (the Senior Executive Assistant, a Strategy Manager and Senior Analyst) and for an overall team of 7 people, which includes the organisations' Executive Assistants. This role will work closely with the COO and the wider Senior Leadership Team.

This role requires a proactive approach to leadership and alignment, ensuring seamless coordination across teams to support the CEO's priorities and organizational goals.

Key accountabilities

CEO support (35%)

- Support the CEO external engagement to strengthen CEO network and influence:
 - Prepare for meetings and events – prepare, delegate and review agendas, briefings, presentations and speeches. Ensure preparation materials are strategic and high quality. Collate information from team members across the organisation and ensure it is comprehensive and digestible. Conduct own research if needed.
 - Work with the advocacy team and external event coordinators to plan, prioritise and coordinate the CEO’s participation in external meetings, optimizing for high profile and high impact strategic opportunities.
 - Work with the strategic communications team to plan CEO’s external profile building activities, including media engagement and high quality communications content (including social media, newsletters, op-eds, articles).
 - Identify opportunities to strengthen the CEO’s network in the UK and internationally.
 - Attend key engagements as needed, handling follow-ups, tracking actions, and sharing relevant information across the organization.
- Support the CEO internally:
 - Triage issues requiring CEO attention, ensuring major challenges are escalated while non-critical issues are delegated appropriately to other SLT members and their teams.
 - Ensure the CEO is involved as appropriate in employee engagement activities, culture and internal communications.
 - Plan and prepare for internal meetings and events, for example presentations for monthly team meetings and team offsites, draft email communications. Review documents on behalf of the CEO.
 - Serve as a liaison between the CEO and other executives and employees.
- Other general support:
 - Work with CEO office and other parts of the organisation to optimise the systems, processes, standards, and ways of working that support CEO and wider leadership team.
 - Keep abreast of the external environment, identifying developments impacting CAF’s work (particularly CEO interest areas) and supporting the development of a response e.g. social media comment or SLT communication to staff.
 - Act as a key thought partner to the CEO. Assess issues that serve as barriers to the team or organisation and identify options to solve challenges.

- Monitor information flow, at times acting as gatekeeper for the CEO's involvement in a project or decision-making process at the right moment.

Senior Leadership Team support (15%)

- Coordinate the Senior Leadership Team (SLT) and wider management team (SLT+) to deliver the strategic plan and lead the organisation.
- Act as the operational lead and secretariat for the Senior Leadership Team & SLT+. Support forward planning and prioritization. Set and manage the meeting schedule, prepare balanced agendas, ensure materials are peer-reviewed and sent in advance. Attend SLT meetings in a facilitative and minute taking role. Ensure notes are shared and action points followed up. Support alignment of SLT communications. Communicate outcomes of SLT meetings to the organization.
- Support the Chief Operating Officer (COO) in planning and delivering SLT offsites.

Strategy and special projects (25%)

- Lead the development, review, and refinement of CAF's organisational strategy, including setting priorities, ensuring stakeholder input, and addressing trade-offs.
- Lead the planning and delivery of CAF's annual joint strategy meeting of its Board, Grant and Charitable Activities Committee and funders.
- Oversee cross-functional special initiatives and act as an internal consultancy resource in collaboration with department leads.

Governance and CEO office management (15%)

- Lead Board meeting preparation including agenda drafting, pre-meeting briefings, action tracking, and support for Board assessments and succession.
- Strengthen the CEO Office team, culture and operations.
- Line manage and work with the Senior Executive Assistant. Support them to line manage the EA pool for the organization. Line manage a Strategy Manager and Senior Analyst.
- Manage the CEO Office budget.

Organizational alignment and Internal communications (10%)

- Optimise CAF's internal communications to align with CAF's objectives and maintain the strategic alignment of the organisation. Make sure everyone understands the organisational strategy and desired culture, and their role in delivering these.
- Support senior leadership communications, ensuring clear key messages and updates to employees with a focus on transparency and consistency. Ensure organisational priorities are understood.

- Shape and support the implementation of CAF's culture workstream.
- Lead the planning, preparation and delivery of key whole-CAF or cross-CAF events and meetings, such as organisational offsites and meetings of the wider leadership team.

Person Specification

Essential technical competencies

- Experience and a track record of supporting an ED/CEO or a leadership team on strategic initiatives, preferably in a Chief of Staff capacity.
- Great written communication – including speeches, briefings, presentations, articles, social media
- Strategic and analytical – able to analyse complex information including political, scientific and financial
- Problem-solving in a fast-paced environment. Able to see what pressures the CEO faces and to find ways to lessen them, and to make informed judgements on prioritisation and delivery.
- Able to switch between the big picture and the details of a pressing issue; between influencing senior stakeholders and following up to ensure actions are being done.
- Relationship Management. Ability to establish, build and develop complex and strategic and trusted relationships, often with senior stakeholders. Cultivates relationships over the long term.

Desirable technical competencies

- Experience working in a not-for-profit organisation or towards social impact.
- Experience working with leadership with strong external profile.
- Line management experience and ability to support others to learn.
- Strategy consulting experience.
- Experience strengthening organisational culture.
- Experience of working internationally. Evidence of capacity to work in range of cultural and socio-economic contexts, adapting style and approach appropriately and in a culturally sensitive manner.

Behavioural competencies

- Trustworthy and able to act with a high degree of discretion, diplomacy and professionalism.
- Results focused and supremely organized, great attention to detail and thorough.
- Strategic thinker. A generalist. Able to quickly synthesise and analyse information on a wide range of external and internal matters.

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- Proactive, takes initiative. Predicts the needs of the CEO, doesn't wait to be asked. Neither gung-ho nor too cautious, knows when to take a decision and when to check in. Able to successfully work autonomously and with an instinctive pragmatic and problem-solving approach.
- Strong interpersonal skills. The ability to easily build trust and rapport with colleagues and stakeholders, to operate seamlessly across Clean Air Fund and influence others to achieve outcomes.
- Demonstrable alignment with CAF's mission, values and goals.