

Job Description

Job title	Specialist – Super Pollutants	Location	London, UK / Delhi, India / Accra, Ghana/
Department	Strategic Partnerships & Communications	Length of contract	Fixed term until the end of December 2027
Role type	Full time	Direct reports	N/A
Travel involved	Occasional national and international travel		
Reporting to	Science Manager – Super Pollutants		

About Super Pollutants at the Clean Air Fund

Climate change, air pollution, and health are inextricably linked. These global crises share many of the same sources, solutions and pollutants. Super pollutants or short-lived climate pollutants (SLCPs) contribute to global warming, cause local environmental degradation and harm human health. CAF's dedicated programme in this space focuses on black carbon and tropospheric ozone - major components of both air pollution and climate change. Continued inaction on super pollutants presents a missed opportunity for mitigating near-term warming, avoiding climate tipping points and reducing the global burden of disease caused by air pollution.

CAF's super pollutant programme seeks to reduce emissions of black carbon and tropospheric ozone precursors globally. The Super Pollutants Team will push for air pollution and climate change to be tackled together and develop and deliver high-impact projects aimed specifically at tackling black carbon and tropospheric ozone. The team leads a broad programme of work spanning research, campaigns and policy to drive increased country, city and corporate action on reducing super pollutants.

Job purpose

The Specialist – Super Pollutants will help to deliver the Clean Air Fund's mission by providing scientific expertise and science communications support to the Super Pollutants portfolio on black carbon and tropospheric ozone initiatives, and other core work areas. This includes the design and management of philanthropic projects and partnerships that require technical input, research and analysis spanning climate science and health impacts, and designing and reviewing communications that are scientifically accurate and accessible.

Scope of the role

As the Specialist – Super Pollutants, you will provide technical and project support for the Super Pollutants portfolio. You will draw on your scientific research experience and science communication abilities, supporting projects with technical input and conducting research, analysing and creating accurate scientific communications spanning climate science and health impacts.

You will have a knack for distilling information into policy-relevant insights and accessible external communications – your way with words and understanding of audience demographics will ensure the clarity and impact of your messaging.

Whilst your research background will give you the essential insight and expertise to contribute widely, this role is where your academic prowess comes to life, delivering real-world impact. You will engage directly with partner organisations and the scientific community. You will integrate your technical expertise into the design, management and delivery of projects and grants within the portfolio to ensure our strategy and grant making is supported by a foundation of strong, accurate science that helps resolve scientific bottlenecks that are inhibiting progress.

Throughout, you will keep abreast of developments in the fields of super pollutants, climate mitigation and adaptation and health impacts, especially related to science and research, policy development, innovation, technology and impact analyses and portfolio-relevant developments. You will be encouraged to contribute or lead the development of scientific knowledge products for Clean Air Fund.

Please note – this is not a research role. Your research experience will have got you here – now it is time to put that knowledge and academic horsepower to work in a role that will offer you exposure to opportunities to grow your career and to be part of an ambition to change the world for the better.

Key accountabilities

Grant and project management (50%)

- Support the design, administration and management of research and science communication grants and projects.
- Manage project delivery and partnership engagement activities through arranging meetings and workshops and internal coordination and reporting.
- 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 on our super pollutants programme and evaluation activities.

Research and analysis (30%)

- Provide research support across the team by collating and synthesizing complex scientific information into actionable insights and external communications.
- Support decision-making on priority research areas and specific projects towards advancing the Clean Air Fund's strategic goals on super pollutants, including black carbon and tropospheric ozone.
- Keep abreast of developments within the fields of super pollutants and climate mitigation and health impacts, especially related to science and research, policy development, innovation, technology and impact analyses and portfolio relevant developments. This includes secondary research, data analysis and interpretation.
- Supporting or leading the development of knowledge products, such as blogs, technical reports, synthesis reports, scientific articles, and others.
- Support and/or lead aspects of projects that the Clean Air Fund's delivers via direct delivery.

- Help in facilitating internal and external coordination through governance, external meetings and events, including preparing papers, arranging meetings, briefing participants, taking minutes and tracking actions.

Stakeholder engagement and coordination (10%)

- Develop and sustain strong and productive partnerships with science, policy and implementation experts among key global stakeholders working on super pollutants, including black carbon and tropospheric ozone.
- Support colleagues to build and manage relationships with key CAF policy partners, such as the Climate and Clean Air Coalition, development agencies and multilateral finance institutions, coordinating meetings and providing administrative support.
- Support in coordination and operation of a Science Advisory Committee.
- Facilitate workshops and convenings to promote knowledge exchange, identify synergies, and strengthen the collective impact of CAF and partners' work.

Dissemination and outreach (10%)

- Support or lead science dissemination activities across the Super Pollutants portfolio, translating grantee-led research into policy-relevant outputs such as blogs, commentaries, and synthesis briefs.
- Support organising and contributing to science-focused sessions and side events at major regional and global platforms.
- Support development of cross-project synthesis products that consolidate findings from multiple science grants to inform policy advocacy and communications priorities.

Person specification

Your experience

Beyond your essential research experience in climate and health science, in particular experience working on black carbon, tropospheric ozone or other super pollutants, you will:

- Demonstrate your ability to think strategically.
- Possess excellent communication skills, both written and verbal, with the ability to efficiently explain and discuss complex topics in layman's terms.

Essential technical competencies

- Masters/PhD in science/engineering or equivalent experience with proven research experience in linking air pollution-climate-health science, in particular, experience working on black carbon, tropospheric ozone or other super pollutants.
- Demonstrated ability to think and act strategically and to be outcome-focused, with experience in working in teams that design and execute strategies on climate change or/and air pollution projects.
- Excellent communication skills, both written and verbal, with the ability to efficiently explain and discuss complex topics in layman's terms.
- 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

- Experience analysing climate mitigation pathways.
- Experience in climate and reduced complexity models, particularly earth system model data analysis.
- Experience of working on one or more of air pollution monitoring, emissions inventory development, aerosol-cloud interactions, climate metrics, and health impact analysis.
- Experience in financial management, including the ability to interrogate grant budgets.
- Good understanding on UN organizations, global and regional intergovernmental frameworks related to climate, air pollution, and health.

Essential behavioural competencies

- Understanding of working in a range of political, cultural, and socio-economic contexts, adapting style and approach appropriately and in a sensitive manner, including an experience working internationally.
- Ability to drive and deliver on 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.
- Interest in and alignment to CAF mission and values.

Desirable behavioural competencies

- Dynamic, 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.
- The role will be based in one of Clean Air Fund's locations: London, Delhi, and Accra. Applicants must be entitled to work in UK, India, Ghana. Clean Air Fund cannot support visa applications.
- Home working can be agreed for up to 50% of the time.

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 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;
- 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 we offer

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.