

Job Description

Job title	Breathe London Portfolio Manager	Location	London, UK
Department	Programmes	Length of contract	Until December 2027
Role type	National	Direct reports	N/A
Travel involved	Some local and international travel may be required	Reporting to	Head of UK

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 and 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 often 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.

Find out about our 'Clean Air For All' strategy [here](#). Learn more about where we work [here](#). The UK is one of CAF's lighthouse geographies and London is part of the Breathe Cities initiative.



Breathe Cities

Breathe Cities is a global initiative supporting cities to clean the air and enhance public health. Delivered by Bloomberg Philanthropies, Clean Air Fund and C40 Cities, the initiative offers cities tools to take ambitious clean air action by expanding access to data and raising public awareness. Launched in 2023 by Michael R. Bloomberg, the UN Secretary-General's Special Envoy on Climate Ambition and Solutions and founder of Bloomberg Philanthropies, and Sadiq Khan, Mayor of London and C40 Cities Co-Chair, Breathe Cities is accelerating action in 14 cities to improve the air 77 million people breathe.

To learn more, visit Breathe Cities' [website](#) or follow on [Instagram](#) and [LinkedIn](#).

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 is [making a real difference](#).

We provide a competitive reward package, flexible working and a commitment to supporting your learning and professional development.

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.

Job purpose

The Portfolio Manager leads the delivery of CAF's activities within the Breathe London initiative, working closely with CAF's partners and key stakeholders. This is a collaboration between the Clean Air Fund, Bloomberg Philanthropies, the Greater London Authority (GLA), Imperial College, and other partners. The role will ensure the programme delivers impact in London, while also helping to capture and share learning, insights and case studies from London's experience to support other cities in the Breathe Cities network.

Scope of role

The Portfolio Manager leads the scoping, management, delivery and monitoring and tracking progress of all Breathe London projects, working closely with the Greater London Authority, Bloomberg Philanthropies and other key stakeholders, as well as ensuring lessons learnt are identified and shared across the wider Breathe Cities programme. The role will also support wider CAF work and grants as and when required.

Key working relationships

The Portfolio Manager will ensure the success of the Breathe London Community Programme by working with local partners, civil society organisations and government authorities to deliver a strategy and projects that delivers improved air quality and health. They will be managed and supported by the Head of UK, who leads Clean Air Fund's overarching strategy and grant making for the country, and will work closely with the Breathe Cities and wider CAF teams, and external partners.

Key accountabilities

Relationship Management (30%)

- Manage relationships with key stakeholders involved in the Breathe London initiative
- Balance the interests of different stakeholders while ensuring the right decisions are taken to ensure the Breathe Cities vision can be realized.
- Map stakeholders, identify potential project partners and conduct scoping discussions.
- Establish new relationships to ensure the successful delivery of Breathe Cities, for example drafting MoUs and declarations including commitments of new partners.
- Report on progress and seek key decisions from the Head of UK and the Breathe Cities Director.
- Ensure funders, prospective funders and other key partners, such as the GLA, are well briefed on Breathe Cities activities and development in London.
- Identify with grantees opportunities to raise the profile of Breathe London and Breathe Cities locally and internationally in wider Clean Air Fund communications, and support the development of relevant content or materials in collaboration with Communications colleagues.

Portfolio Management (30%)

- Lead the end-to-end grant management process for a portfolio of grants within the Breathe London initiative, ensuring that grants deliver their intended outcomes and contribute evidence, insights and learning to CAF and Breathe Cities' evaluation and learning processes.
- Provide regular updates and appropriate escalation of grant management decisions and problem-resolution to the Head of UK.
- Maintain and support continuous improvement of grant management processes, including CAF's grant management system.
- Contribute to CAF's and Breathe Cities' weekly, monthly, quarterly and annual reporting processes for grants under management.
- Ensure grants and projects are aligned with the Breathe Cities monitoring, evaluation and learning (MEL) framework, and that data, learning and insights are collected and reported, working closely with the Breathe Cities MEL Manager.
- Where necessary, collect, or facilitate the collection of relevant city/national-level data and record it in a timely manner, and support project evaluations, in line with Breathe Cities MEL processes.

Learning, insights and global programme contribution (30%)

- Identify and share learning, case studies, insights and practical examples from London and other European Breathe Cities experience as a global leader on air quality with other cities in the Breathe Cities network.
- Work with the Breathe Cities team, London partners and CAF colleagues to capture lessons from Breathe London to date, including what has worked, what has been challenging, and what may be relevant or adaptable for other city contexts.
- Contribute to Breathe Cities learning, monitoring, evaluation and reflection processes, ensuring that London's experience informs programme-wide learning.
- Support the ongoing partnership with other European Cities.
- Support the planning and delivery of events, workshops and convenings that showcase London's work and enable peer learning across the Breathe Cities network, including opportunities linked to London Climate Action Week and other key moments.

Strategy and Vision (10%)

- Lead the delivery and ongoing refinement of the Breathe Cities local strategy for London, ensuring that it aligns to the external environment, to CAF and partners' broader strategies, and that it underpins an impactful portfolio of grants, working closely with the Head of UK and other local partners.
- Input into regular strategic planning processes, including annual reviews against portfolio goals.

Person Specification

Essential technical competencies

- Experience in project, programme, or grant management.
- Experience in working on air quality, or in an area relating to the Breathe Cities strategy (across data, campaign and community engagement, city governance).
- Strong understanding of the political, social and economic context of London, and its position as a high-profile global city.
- Demonstrated ability to think and act strategically and to be outcome-focused, with experience working in teams that design and execute strategies on complex issues.
- Ability to translate programme experience into practical, accessible learning for different audiences, including city governments, civil society partners and internal teams
- Experience in financial management, including the ability to interrogate grant budgets.
- Fluent in English and excellent communication skills, both written and verbal.

Essential behavioural competencies

- Demonstrable alignment with CAF’s mission, values, and goals.
- Strong interpersonal skills that translate into the ability to build effective networks and engage with stakeholders effectively.
- Ability to work cooperatively with others across the organization to achieve shared objectives.
- Proven ability to build and maintain strong formal and informal networks and relationships.
- Identifies and seizes new opportunities, showing initiative and encouraging it in others.
- Has a problem-solving, can-do approach.
- Ability to plan ahead and adjust effectively to create contingency plans.
- A self-starter, with resilience and interpersonal flexibility.
- Effective communicator (verbally and in writing) and able to adjust according to the audience.
- Organised, great attention to detail.
- Inquisitive, and able to think critically and expansively.
- Comfortable working at pace.

Further information

- The postholder must have the right to work in the UK - Clean Air Fund will not be able to support visa applications.
- The organisation facilitates working from home for up to 50% of an individual’s contracted hours.
- This role is a full time, fixed term position however we would be open to 4 days a week.