Job Description

<table>
<thead>
<tr>
<th>Job title</th>
<th>Analyst</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>London, UK</td>
</tr>
<tr>
<td>Department</td>
<td>Programmes</td>
</tr>
<tr>
<td>Length of contract</td>
<td>Permanent</td>
</tr>
<tr>
<td>Role type</td>
<td>Global – 60% focus on Europe, mostly Poland</td>
</tr>
<tr>
<td>Job level</td>
<td>Analyst</td>
</tr>
<tr>
<td>Travel involved</td>
<td>Up to 25% international travel (primarily to Poland)</td>
</tr>
<tr>
<td>Safeguarding level</td>
<td>TBC</td>
</tr>
<tr>
<td>Reporting to</td>
<td>Manager: Europe Portfolio Manager</td>
</tr>
<tr>
<td></td>
<td>Task Manager: Various, across the organisation</td>
</tr>
<tr>
<td>Direct reports</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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.

Clean air for all

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. Our grants, research and other activities are delivered globally, at a country level and thematically.

- Through our global programme, we raise air pollution up the political agenda, galvanise commitment to international targets, support standard setting and knowledge development and mobilise funding. Current global partners include C40 Cities Climate Leadership Group, the World Economic Forum, and the World Health Organisation.
- Our work in a small number of ‘lighthouse geographies’ is designed to test approaches, support change, and learn lessons about what works. We are currently working in India, Poland and Bulagria, the United Kingdom, and Ghana.
- Alongside our in-country and global activities, we focus on themes such as air quality data, health, and campaigning, as well as specific stakeholder groups such as businesses, to build and support a movement for clean air.
What we offer

We are a new organisation that is clear on what we offer and what we expect from everyone in the team.

We offer the opportunity to be at the heart of efforts to reduce air pollution across the globe, working with an exceptionally high calibre team. You would be part of shaping a growing and ambitious organisation, benefitting from our support and commitment to your learning and career development.

In return 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 we are growing rapidly, comfort with almost continuous change is vital as is the desire to learn, improve and grow with the organisation.

Job purpose

Analysts help to deliver the Clean Air Fund’s mission through high quality support to core work areas. This includes the design, management and monitoring of philanthropic initiatives and programmes, project and grant management, as well as the design and management of partnerships and communication efforts. The Analyst will also input into the strategy development of their main work area.

Scope of role

The post holder works on projects across multiple teams and task managers in a matrix system. The primary focus for this position is the Europe Portfolio (60% of the time), supporting clean air action in Poland, Bulgaria and at the EU level. The post holder will report to the Europe Portfolio Manager. Tasks will combine managing and supporting a set of grants totaling up to c. £10m, as well as managing and supporting a wide range of projects and workstreams across the breath of the organization. The postholder is responsible for managing his/her own workload, reporting to task managers who hold ultimate accountability and budgets for the portfolio.

Key working relationships

Internally, the role will liaise with Task Managers, the Finance team for budget management and contracting of projects and grants, MEL lead to design and evaluate projects, grants and strategies, the Strategic Partnerships and Communications team for communications and dissemination of work and the Programme Director for review and approval of grants.

Externally, the primary contact will be grantees and suppliers for grant and project development and management and other stakeholders such as policy makers and experts in the field.

Key accountabilities

Project and Grant management (50%)

Working with guidance to support the design, management, monitoring, reporting, and evaluation of projects/grants, including proposal development, and taking action to help projects stay on track.
Support the Portfolio Manager in identifying, developing and reviewing grant proposals

Lead the end-to-end administration of the grant or project management process (from concept formation through to final grant payment and evaluation) including keeping the grant management system updated

Track project performance through regular, structured conversations with grantees and through grantee reporting and report on the project performance to the Portfolio Manager

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 for own area of work 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

**Stakeholder Management (25%)**

- Build effective relationships with stakeholders and grantees – through clear communication on performance expectations and constructive engagement throughout the lifecycle of the grant or project
- Be CAF’s point of contact for selected external stakeholders to inform portfolio-specific strategy and grant development

**Research and analysis (20%)**

- Support development of strategy by conducting research, collating information and/or synthesizing information in initial stages of the process and through close coordination with experts
- 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%)**

- Develop own capabilities by participating in development activities as well as formal and informal training and coaching
- Keep abreast of developments within the air quality field especially related to stakeholders, policy development, innovation, technology and air quality analysis
- Contribute to function corporate planning in relation to own areas of responsibility and stakeholders

**Person Specification**

**Essential technical competencies**

- Experience in project management for an international non-governmental organisation or a philanthropic organisation
- Experience in working on environment, health and/or air quality issues
- Experience in networking and building strong working relationships with a range of stakeholders
- Proven experience in context research, data gathering and analysis
- *Strong understanding of political processes and landscape in Poland and the EU*
Fluency in English and Polish

Desirable technical competencies
- Degree in environmental, climate, air quality or public policy
- Experience of budget tracking and financial reporting
- Sound understanding of principles of monitoring, evaluation and learning

Essential behavioural competencies
- Evidence of capacity to work in range of cultural and socio-economic contexts, adapting style and approach appropriately and in a culturally sensitive manner
- Excellent communication skills including grant and report writing, minute taking, delivering presentations and keeping internal stakeholders updated
- Excellent skills in Microsoft Office programmes, including Excel, Word and Powerpoint
- Ability to manage 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

Desirable behavioural competencies
- Dynamic, confident, 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
- Post holders must have the right to work in the UK.