

Vacancy: Programme and Communication Manager

Role: Programme and Communication Manager

Location: Central London - London Bridge

Salary: £25,000 - £28,000 (depending on experience)

Position: Full Time, contract (initially 6 months, with the possibility of extension)

Closing date: Sunday, March 11th 2018

Interviews: Late March 2018

About Climate Strategies

Climate Strategies is an independent, not-for-profit organisation, which brings together researchers from around the world to produce innovative, policy influencing analysis in the fields of climate, energy and sustainable development. We aim to bridge the gap between academia and policy-influencing stakeholders by inspiring, convening and translating our research work.

Our small Secretariat is looking to fill a new managerial position to strengthen the team, in delivering a wide variety of research international projects.

The Position

The successful candidate will have the ability to prioritise, manage and develop international research projects, delivered on time and to budget. Within this project management, **your main role will be to inspire, coordinate and communicate the research, in support of the primary research activities.** All members of Climate Strategies Secretariat are involved in identifying, developing and pursuing new research ideas.

You will liaise with and manage multiple stakeholders at various levels, including non-research groups from the government and business arenas. You will actively keep all interested parties updated on and engaged in the progress and outcomes of your projects, using multiple communication channels (social media, website, blogs, presentations, workshops, white papers etc.).

Work will be undertaken both individually and as part of a virtual team environment, mutually supporting other colleagues on certain tasks. As a small team, covering a diverse range of project and communication tasks, you will be expected to work under your own initiative and with minimum of supervision.

This role will provide the opportunity for the successful applicant to develop their knowledge of climate change policy, interact with thought leaders in the sector, build relationships with funders and, potentially, travel to some of our events around the world.

We you will have the following skills / experience:

Skills Area	Essential	Desirable
Project Management	<ul style="list-style-type: none"> ▪ Demonstrable experience of planning, managing and delivering [research] projects ▪ Ability to work in a matrix team environment 	<ul style="list-style-type: none"> ▪ Experience of co-ordinating events and seminars ▪ Experience in bid / proposal writing for projects
Education	<ul style="list-style-type: none"> ▪ Master's degree 	<ul style="list-style-type: none"> ▪ Master's degree or higher in a relevant field (climate, energy, international policy etc.)
Climate / Energy / Sustainable Development	<ul style="list-style-type: none"> ▪ 2-3 years' experience working in the field of climate, energy and / or development policy 	<ul style="list-style-type: none"> ▪ Good understanding of the current climate policy context ▪ Background understanding of coal and / or energy intensive industry sectors

Communication and People Skills	<ul style="list-style-type: none"> ▪ Fluency in English ▪ Ability to construct clear arguments and concisely ▪ Strong command of verbal, written and presentational skills ▪ Comfortable communicating with a diverse range of people of all levels, over a number of mediums (phone call, teleconferences, in-person etc.) ▪ Excellent individual and team work skills ▪ Experience of maintaining and managing a network of professional relationships 	<ul style="list-style-type: none"> ▪ Copywriting experience for websites and short publications ▪ Ability to persuade and spur action / initiative from others ▪ Other languages
Administration	<ul style="list-style-type: none"> ▪ Efficient and detail-conscious in completing administrative processes ▪ Ability to keep records up-to-date ▪ Good time management 	<ul style="list-style-type: none"> ▪ Ability to design, simplify and improve processes to make them more efficient
Financial Management	<ul style="list-style-type: none"> ▪ Experience with monitoring and managing budgets and associated costs 	<ul style="list-style-type: none"> ▪ Good excel skills

How to Apply

Interested candidates should submit their CV alongside a covering letter (max. two pages), explaining why you are the right person for this role, to: admin@climatestrategies.org. Please note that you must have the legal right to live and work in the UK.

Submission of applications will close on **Sunday, March 11th 2018**. Interviews will be held in late March 2018 at our London Bridge office, following a short telephone interview.