



Job: Programme & Communication Manager

Climate Strategies brings together researchers, from around the world, to produce innovative, climate policy influencing analysis. Our small team is undergoing an exciting period of expansion so we are now looking to fill a new managerial position to strengthen the team in delivering a wide variety of international projects.

The successful candidate will prioritise and manage (and potentially develop) international research projects in a virtual team environment to deliver on time and on budget. **Your primary role is not to carry out the actual research but to inspire, coordinate and communicate it.** You will be liaising with and project managing multiple stakeholders at all levels, including non-research groups such in the business and government arenas. You will also keep all interested parties updated and engaged on the progress and outcomes of projects using multiple communication channels (such as white papers, online, blogs, seminars and presentations). The team is very small but the projects are many, So, you will be expected to work under your own initiative and with the minimum of supervision.

The successful applicant will have the opportunity to work with thought leaders in the sector, develop his/her knowledge of climate change policy, and, potentially, travel to some of our events around the world.

The job is initially offered on a full time, short term (6 month) basis, with a reasonable chance of renewal for a candidate demonstrating the right amount of commitment and potential to develop. The position will be based at our office near London Bridge. You will be expected to work mainly in the office, although some home working may be possible sporadically.

We you will have the following skills / experience:

Skills area	We're looking for ...	We'd like ...
Project management	Demonstrable experience of planning, managing and delivering (research) projects. In a matrix team environment	Experience of co-ordinating events and seminars
Climate / energy / development experience	2-3 years' experience working in the field of climate, energy and / or development policy	Understanding of the current climate policy context
Communication skills	Good command of the English language and able at construct clear arguments and concisely communicate research using; written, presentational and verbal skills.	Experience of writing copy for websites & short publications
People skills	Someone who is comfortable calling and taking to people at all levels.	Someone who is good at persuading people to do things
Administration skills	Efficient and detail conscious in completing administrative processes and able to keep records up-to-date	The ability to design, simplify and improve processes to make them more efficient
Budget management	Some experience of defining and managing budgets and tracking costs	Good Excel skills
Education	Masters degree	

Salary indication: £25-28k p.a. Interested candidates should submit their CV, with a cover letter explaining why they are the right candidate for the job, to: admin@climatestrategies.org. CVs should be sent ASAP and no later than 28 February, 2017. Interviews will take place on Wednesday, 22.03.2017, in London.