Job Description: Corporate Programme Officer

Reports to: Senior Corporate Programme Manager  
Place of work: Central London / hybrid  
Time: 5 days/week – full time  
Contract Length: 12-month fixed term, with possible extension  
Starting date: As soon as possible  
Salary: Competitive plus benefits, depending on experience

About IIGCC
IIGCC brings the investment community together to work towards a net zero and climate resilient future. We create change the world needs by unlocking investor action on climate change.

Our work supports investors in generating returns for clients and beneficiaries, which in turn provides financial wellbeing for future generations. We work with our members to address climate risk and ensure they are well positioned to make the most of investment opportunities offered by climate mitigation and adaptation efforts, ensuring that their investments contribute towards a better world for us all to live in.

Our team collaborates with investors to create practical solutions that can make a real difference in tackling climate change – facilitating investment practices, policies and corporate behaviours that have real impact and deliver change that the world needs.  
For more information visit www.iigcc.org and @iigccnews.

To achieve our goal IIGCC has established three programmes, all resolutely focused on helping investors to accelerate the net zero transition. These are the Corporate Programme, Investor Strategies Programme and Policy Programme.

IIGCC oversees and facilitates the most significant investor climate initiatives, typically with investor network partners from across the globe. These include Climate Action 100+, the world’s largest investor engagement; The Paris Aligned Investment Initiative (PAII); and, most recently, the Net Zero Asset Manager’s Initiative (NZAM). Building upon this success, IIGCC has also launched its Banks Research and Engagement Initiative, in addition to the Net Zero Engagement Initiative (NZEI), to reach companies beyond the Climate Action 100+ focus list, and Nature Action 100.

The Role
We are looking for a self-motivated and well organised Programme Officer to support our Corporate programme. This role will place a motivated individual at the heart of investor action on climate change. The post holder will support investors participating in engagement with European companies and financial organisations. The role will suit applicants with an interest in building out their experience in ESG stewardship, engagement, proxy voting, and reporting with a focus on climate issues.
IIGCC is a founding member of Climate Action 100+, Nature Action 100, and the Net Zero Engagement Initiative. The Programme Officer will have the opportunity to work with the world’s largest asset managers and asset owners on their climate stewardship activities related to those initiatives.

The Programme Officer’s role will be to support with the coordination of IIGCC’s various engagement initiatives, by assisting with overall project management and research as well as helping to track engagement progress and support investors with delivery of engagement strategies. For this post in particular, this includes helping IIGCC establish a best-in-class data tracking and reporting systems to deliver and record the impact of engagements.

The position is perfect for those seeking their first in-depth exposure to the ESG investment community and a great opportunity to learn about best-practice on climate stewardship/engagement, as well as get stuck in technical research on what the net zero transition will mean for corporates across sectors.

While this role is initially offered on a fixed term basis for 12 months, we hope that the contract can be extended.

**Main responsibilities**

The work will comprise the following key activities:

- Be the key point-of-contact for investors on specific company engagements, and help facilitate investor groups for these engagements, and help them track their outcomes
- Contribute to IIGCC’s extensive technical resources by conducting research to support investors with company engagement (e.g. on sector transition pathways for corporates, or transition plan best practice)
- Manage distinct projects within workstreams you are part of as and when they arise, such as new engagement groups (e.g. focusing on a particular theme or engagement barrier in a sector) or projects (e.g. collating member feedback and research to inform workstream strategy)
- Support senior members of the team with the planned roll-out of a best-in-class engagement tracking and reporting platform, showcasing investor engagement impact and best-practice on climate stewardship
- Assist senior members of the team in co-ordinating IIGCC’s cross-initiative (e.g. Climate Action 100+, Net Zero Engagement Initiative) strategy to support investors throughout the year (e.g. helping to maintain our proxy season company focus list)
- Assist senior members of the team with important ad-hoc tasks ranging from project management, data management, research, and stakeholder management
- Work with IIGCC communications team and external partners to develop materials to promote the activities of the Corporate Programme (e.g. for update emails, newsletters and IIGCC’s website).
- Collaborate with other IIGCC workstreams as required.

**Skills and capabilities**
Essential:
- Proven interest in climate change and/or sustainability issues
- Excellent organisational and time management skills, with proven ability to prioritise
- Ability to pick up complex topics and synthesize written and numeric data quickly and accurately
- Strong written communication skills with experience in drafting business correspondence, briefs, reports, and other materials
- Enthusiastic team player with strong interpersonal and communication skills
- Proven ability to successfully collaborate on projects
- Strong project and (external) stakeholder management capabilities
- Self-motivated and disciplined with the ability to work independently on defined tasks
- Flexible and positive approach
- Fluent in routine IT tools including Microsoft office
- Comfortable with handling large amounts of data and analysing data
- Fluency in English language.

Desirable:
- Understanding of climate change and its implications for the financial sector
- Work experience in a sustainability or investment related role such as internships
- Proficiency with Excel and ability to interrogate datasets to produce meaningful output.

Why work at IIGCC?
People join IIGCC because they care deeply about making a difference in supporting our mission that brings the investment community together to make significant progress towards a net zero and climate resilient future by 2030. In return, IIGCC offers its employees a competitive salary with a wide range of benefits and supportive ways of working. You can find the full list of our benefits here.

Applications
Interested applicants should submit a Curriculum Vitae and a cover letter detailing their relevant skills, capabilities and experience for the role by completing the application form here.

If you have any queries, please email vacancy@iigcc.org.

Recruitment timeline
IIGCC will review applications on a rolling basis so would encourage early application.

Please note:
- Applicants must be eligible to work in the UK.
- Only shortlisted candidates will be notified.
We do not discriminate on the basis of race, age, gender, sex, sexual orientation, disability, religion, marital status, or any other basis of discrimination prohibited by law.