Job Description: IIGCC Investor Practices Project Manager

Reports to: IIGCC Programme Director, Investor Practices
Place of work: Central London (occasional travel to be expected)
Time: 5 Days/week – full time
Contract Length: 1 year, fixed term with possible extension
Starting date: asap
Salary: Competitive plus benefits

About IIGCC
The Institutional Investors Group on Climate Change (IIGCC) is a forum for collaboration on climate change for European investors. There are currently over 230 members, including some of the largest pension funds and asset managers across 15 countries, representing over €30 trillion in assets under management. IIGCC’s mission is to mobilise capital for the low carbon transition and to ensure resilience to the impacts of a changing climate by collaborating with business, policy makers and fellow investors.

The Role
We are looking for a self-motivated climate professional with project management experience to support our investor practices programme. Through its investor practices programme IIGCC supports investors to identify, assess and manage climate related financial risks, and align their portfolios to global climate goals. The programme is currently delivering the following workstreams:

- The Paris Aligned Investment Initiative, working with more than 70 members with over $15 trillion in assets under management to explore how they can align portfolios to the goals of the Paris Agreement
- Developing a Climate Investment Coalition to convene investors to make ambitious commitments to green investment, track progress and support implementation
- Navigating scenario analysis, supporting investors to understand how to utilise scenario analysis to assess and manage climate-related financial risks
- Understanding physical climate related risks, providing guidance to members to help identify, assess and manage physical climate related financial risks, and to take action to increase resilience through investment practices.
- Sustainable Finance, helping members to navigate and implement emerging policy and best practice on sustainable finance in the UK, Europe and globally

Reporting to IIGCC’s Investor Practices Programme Director, and working closely with IIGCC’s CEO and wider team, you will be responsible for co-ordinating a number of workstreams within our investor practices programme working directly with investors and other external stakeholders to identify and implement projects that support investor action on climate change. You will be involved in convening working group meetings and members’ events, and developing guidance for investors on a range of themes.
**Main tasks**

- Organise and manage investor working groups for a number of the Investor Practices programme workstreams, including working closely with investors that are designated as leads for these workstreams.
- Identify, design and establish new workstreams or projects as relevant to respond to members’ needs in undertaking best practice action on climate change through their investment processes.
- Coordinate input to activities and initiatives of third parties on climate related investor practices to ensure alignment to the objectives of IIGCC members.
- Undertake relevant research and analysis relating to the workstream topics in order to develop high quality guidance and other outputs for the programme.
- Co-ordinate with the staff of other international investor networks staff on collaborative activities relating to the themes of the Investor Practices programme.
- Work with IIGCC communications team to develop communications materials to promote the activities of the Investor Practices programme, and support uptake of the outputs of the programme.
- Collaborate with other IIGCC initiatives as required.

**Skills and capabilities:**

**Essential**

- Experience of working on climate change within an investment, consulting or corporate related role
- Excellent writing skills
- Strong understanding of climate related financial risks, ESG in an investment context and investment strategies to support global climate goals
- Strong interpersonal and verbal communication skills
- Strong project management, organisational and time management skills, with proven ability to prioritise
- High levels of accuracy and attention to detail
- Self-motivated, flexible and disciplined
- Enthusiastic and positive approach
- Fluent in routine IT tools including Microsoft office
- Fluency in English language

**Desirable**

- Financial sector experience including portfolio management; risk management; responsible investment; financial sector policy and regulation in a UK and/or European context
- Expertise in one or more of the following climate-related topics: carbon accounting; physical climate risk assessment and implementation of adaptation/resilience measures; European climate policy.
- Other European languages an advantage
Benefits
In addition to a competitive salary, we offer a range of benefits including:
- 25 days’ annual leave plus public holidays
- Generous company pension scheme
- Life assurance
- Private healthcare

Applications
Closing date for applications: 30 April 2020

Starting date: asap

Interested applicants should submit a Curriculum Vitae and a cover letter detailing their qualifications and experience for the role to info@iigcc.org

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.