Job Descriptions:

Corporate Programme Associate Director and Senior Manager roles

Roles: x2 with one at Associate Director level and one at Senior Manager level
Reports to: IIGCC Programme Director, Corporate
Place of work: Central London (occasional travel to be expected)
Time: 5 Days/week – full time
Contract Length: 1 or 2 year fixed term contracts, 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.

IIGCC is a co-founder of the Climate Action 100+ initiative. Climate Action 100+ is an investor initiative launched in 2017 to ensure the world’s 160 largest corporate greenhouse gas emitters take necessary action on climate change. More than 450 investors with over $40 trillion in assets collectively under management are engaging companies to curb emissions, improve governance and strengthen climate-related financial disclosures. IIGCC supports investors with their corporate engagement in Europe carried out as part of Climate Action 100+.

The Roles
We are looking for two self-motivated climate professionals with strong experience working in the field of climate and decarbonisation and/or experience investor stewardship practices and proxy voting to help ensure the success of Climate Action 100+ and IIGCC’s wider corporate programme. We are recruiting for two roles with one at Associate Director level and a second at Senior Manager level.

Through its corporate programme IIGCC supports investors with engagement and assessment with companies on how they are managing climate risks and supporting the goals of the Paris Agreement. The programme is currently delivering the following workstreams:

- **Sectors** – Identifying the pathways, actions and investments required to accelerate the net zero transition overall for critical sectors and technologies
- **Companies** – Ensuring companies in critical sectors to the low carbon transition develop credible strategies through initiatives such as Climate Action 100+ to achieve the goals of the Paris Agreement and manage climate related financial risks
- **Investors** – Enabling investors to develop best practice investment strategies and tools that support securing changes in company activities (e.g. such as voting practices) and ensuring supportive regulation
Reporting to IIGCC’s Corporate Programme Director, and working closely with IIGCC’s CEO and wider team, the roles will be involved in all three of the programme workstreams. Depending on experience, expertise and how these complement the existing team’s skill set, your responsibilities will be tailored across the three workstreams. For example, a candidate with strong proxy voting experience may take the lead on the Investor workstream while a candidate with strong sectoral decarbonisation knowledge may take the lead on the Sectors workstream. You will be involved in supporting the Climate Action 100+ initiative at global and European level. You will also be involved in convening IIGCC working group meetings and members’ events and developing research papers for investors on a range of themes.

IIGCC is a small but rapidly growing organisation, and the Associate Director and Senior Manager would be working with passionate, personable and like-minded colleagues who are each leaders in their areas. These new and varied roles offer opportunities to gain exposure to other areas of IIGCC’s work, allowing for scope to develop a wider knowledge base on IIGCC’s key areas of focus.

**Main tasks across the two roles:**

- **International collaboration** – Support IIGCC’s CEO and Programme Director with collaboration and coordination with the four other Climate Action 100+ partner networks in the global management of Climate Action 100+ (Associate Director level only).
- **Engagement coordination** – Support investor signatories to Climate Action 100+ with the company engagements they are carrying out by organising working group meetings and providing supporting analysis. Keep track on the progress of all engagements. Update investors on the different activities across the initiative.
- **Sector Research and Analysis** – Support investors in defining and identifying the pathways for different sectors to achieve net zero emissions. Lead the development of sector level research and analysis to support investor understanding of the technical and technological barriers and opportunities to the energy transition in different sectors.
- **Investor Strategies & Tools** – Support investors in developing and implementing best practice stewardship strategies including design of policies, use of proxy voting and shareholder resolutions.
- **Webinars and workshops** – Coordinate IIGCC working groups and webinar logistics, agendas and write-ups working with other IIGCC corporate programme staff.
- **Communications** – Work with IIGCC communications team to develop communications materials to promote the activities of the corporate programme and Climate Action 100+, and support uptake of the outputs of the programme.
- Collaborate with other IIGCC initiatives and programmes as required.

**Skills and experience:**

**Essential (Associate Director role)**

- Extensive experience working on climate change within an investment, consulting or corporate related role
- Expertise in EITHER sectoral decarbonisation and climate scenarios OR proxy voting, stewardship and corporate governance best practices
- Demonstrable experience in constructing funding proposals and/or project workplans
Essential (Both roles)

- Strong understanding of carbon footprinting, corporate climate target setting (such as Science Based Targets) and climate reporting systems (such as CDP or TCFD)
- Excellent writing and report writing skills including demonstrable experience editing and coordinating public reports
- 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

Highly Desirable (both roles)

- Expertise in investment management, corporate governance or proxy voting
- A second European language is an advantage

There will be a requirement to undertake some international travel and evening calls.

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 June 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.