

Job Description: IIGCC Programme Officer

Reports to: **IIGCC Programme Director**

Place of work: **Central London (mostly working from home in the short term)**

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 260 members, including some of the largest pension funds and asset managers across 16 countries, representing over €33 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 and enthusiastic Programme Officer to support our corporate and investor practices programmes.

Corporate Programme

On the corporate programme, the Programme Officer will support investors participating in engagement with European companies through Climate Action 100+. This role will place a motivated individual at the heart of investor action on climate change. The Programme Officer's role will be to assist with the coordination of IIGCC's Climate Action 100+ working group by helping to track engagement progress and support investors with delivery of some engagement strategies such as statements made at annual general meetings.

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 Officer will be responsible for co-ordinating a number of workstreams within our investor practices programme; convening working group meetings and members' events, and working directly with investors and other external stakeholders to identify and implement projects that support investor action on climate change.

Main tasks

- Organise and manage investor working groups for a number of the different workstreams, including working closely with investors that are designated as leads for these workstreams.
- Maintenance of working group documents including minutes and engagement tracking documents, and well as identifying and collating information on climate related actions and best practices from our members
- Work with IIGCC communications team to develop materials to promote the activities of the Investor Practices and Corporate programmes including preparing content on the activities of the Climate Action 100+ (e.g. for update emails, newsletters and IIGCC's website)
- Collaborate with other IIGCC initiatives as required.

Skills and capabilities

Essential

- Understanding of climate change and its implications for the financial sector
- Proven ability to pick up complex topics quickly and distil and summarise such issues effectively
- Excellent organisational and time management skills, with proven ability to prioritise
- Strong project management skills
- Enthusiastic team player
- Excellent writing skills
- Strong interpersonal and communication skills
- High levels of accuracy and attention to detail
- Self-motivated and disciplined with the ability to work with minimal supervision
- Flexible and positive approach
- Fluent in routine IT tools including Microsoft office
- Fluency in English language

Desirable

- Work experience in a sustainability or investment related role
- Other European languages an advantage

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

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: **16th November 2020**

Starting date: **asap**

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