

**Job description: Policy Programme Manager**

<b>Reports to:</b>	IIGCC Programme Director – Policy
<b>Place of work:</b>	Central London
<b>Time:</b>	5 Days/week – full time
<b>Contract Length:</b>	Permanent
<b>Starting date:</b>	asap
<b>Salary:</b>	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 360 members, including some of the largest pension funds and asset managers across 22 countries, representing around €50 trillion in assets under management. IIGCC brings investors together to use their significant collective influence with policymakers, investors and companies to encourage policies and practices which accelerate the shift to a net zero emissions economy.

**The Role**

We are looking for a motivated team player to lead on key areas of work related to the real economy and sustainable finance within IIGCC’s policy programme. This includes supporting policy development and coordination across IIGCC’s global, EU and national policy workstreams. Reporting to the IIGCC’s Policy Programme Director and working closely with the sustainable finance manager, you will be responsible for helping ensure that investor members are up to speed and able to actively engage on policy of direct relevance to their portfolios and the transition to a low carbon economy across both real economy and sustainable finance. This could involve producing briefings and materials for members, horizon scanning for key policy developments to inform the Policy Programme strategy, liaising with other IIGCC programmes to support the development of policy positions, and organising virtual and in-person events.

In addition, you will work to inform and strengthen policy decisions made in support of a low carbon, climate resilient world and ensure that the investor perspective is at the heart of the conversation on climate change and sustainable finance policy. This could include supporting advocacy activities such as organising responses to policy consultations and engaging with policymakers on behalf of members. You will have regular contact with investors as well as with our wider stakeholders including policymakers, civil society and businesses. You will develop working relationships with key stakeholders in Brussels, national governments and the international community.

---

**Main tasks**

- Work with IIGCC members and wider IIGCC team to develop and present IIGCC’s position on key regulatory issues relating to the real economy and sustainable finance. This will include:
  - Drafting policy statements and responses to government/financial regulator consultations, and reflecting member views

- Working to find consensus amongst IIGCC's members on policy topics, convening small group discussions where appropriate
- Supporting outreach and advocacy with policymakers at the global, EU and UK level
- Supporting our communications work in areas linked to policy
- Undertake relevant research and analysis relating to policy developments on real economy and sustainable finance in order to support members' understanding of the implications for them of regulatory and policy developments.
- Horizon scan and track policy developments, legislative processes, and negotiations on the real economy and sustainable finance at the global, EU and UK level, for monthly policy updates.
- Support the delivery and facilitation of IIGCC's global policy work and campaigns that are delivered through the Investor Agenda, including the delivery of the global policy campaigns.
- Support the delivery and facilitation of IIGCC's European policy work, including with other investor networks via The Investor Agenda.
- Support the development of IIGCC's COP27 strategy and the coordination of IIGCC activity at COP27, working closely with IIGCC's Board, members, and wider team.
- Draft speaking notes relating to policy as required for team members including IIGCC's CEO.
- Connect the dots between the other programmes, and ensure that IIGCC policy activity is informed by the Investor Practices and Corporate Programme and vice versa.
- Coordinate IIGCC policy working groups, such as the IIGCC Policy Steering Group, webinar logistics, agendas, meeting minutes.
- Liaise with the communications team as a key point of contact around collating content for communications outputs and planning. Advise on the content of social media posts.
- Support the wider team to deliver IIGCC's activities, including events and membership support.
- Collaborate with IIGCC initiatives as required.

#### **Skills and capabilities:**

- Solid understanding of key policy and regulatory issues pertinent to investors in the real economy and sustainable finance
- Solid understanding of policymaking and decision-making processes within: UK government, EU institutions, UNFCCC.
- Ideally, some experience in financial services and/or sustainable investment and finance
- Strong stakeholder engagement and management capabilities
- Strong project management, coordination and organisational skills, with proven ability to prioritise and operate under pressure
- Strong communication skills, including interpersonal, verbal and in writing
- Self-motivated, flexible and disciplined
- Enthusiastic and positive approach
- Fluent in routine IT tools including Word and PowerPoint
- Fluency in English language; other European languages an advantage but not essential

#### **Benefits**

In addition to competitive salaries, we offer a range of benefits including:

- 25 days' annual leave plus public holidays
- Additional discretionary 3 days leave between Christmas and New Year
- Generous company pension scheme
- Life assurance

- Quarterly independent financial advisor meetings for all staff
- Private healthcare

### **Applications**

Interested applicants should submit a Curriculum Vitae and a cover letter detailing their qualifications and experience for the role to [vacancy@iigcc.org](mailto:vacancy@iigcc.org).

- Closing date for applications: **Thursday 20<sup>th</sup> January 2022**
- Starting date: **asap**
- Applicants must be eligible to work in the UK.
- Only shortlisted candidates will be notified.

IIGCC does 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.