Job Description: IIGCC Programme Officer

Reports to: Senior Programme Manager
Place of work: Central London / hybrid
Time: 5 Days/week – full time
Contract Length: 1 year fixed term, with possible extension
Starting date: asap
Salary: £33,000

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 375 members, including some of the largest pension funds and asset managers across 22 countries, representing over €51 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 self-motivated and enthusiastic Programme Officer to support our programme.

Corporate Programme
On the corporate programme, the Programme Officer will support investors participating in engagement with European companies and financial organizations. 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 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 such as statements made at annual general meetings.

Main tasks

- Support with overall project management of the workstream, which will include coordination with external data partners and partner networks
- 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 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 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
  • Additional discretionary 3 days’ leave between Christmas and New Year
  • Generous company pension scheme
  • Life assurance
  • Private healthcare

Applications
Closing date for applications: 10th April 2022. IIGCC will review applications on a rolling basis so would encourage submission before this date.

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.