

## Job Description: Senior Programme Manager

<b>Reports to:</b>	IIGCC Programme Director, Corporate
<b>Place of work:</b>	Central London / hybrid
<b>Time:</b>	5 Days/week – full time
<b>Contract Length:</b>	permanent contract
<b>Starting date:</b>	asap
<b>Salary:</b>	Competitive plus benefits

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### About IIGCC

The Institutional Investors Group on Climate Change (IIGCC) is a forum for collaboration on climate change for investors. Our goal is to enable investors to drive real progress towards a net zero and resilient future by 2030. We count over 360 investors as members, together representing over €50 trillion in assets under management and including many of the world's largest pension funds and asset managers. To achieve our goals IIGCC has established three programmes, all resolutely focused on helping investors to accelerate the net zero transition. These are the Policy Programme, Investor Practices Programme and Corporate Programme.

Over recent years, IIGCC has launched a number of the most significant investor climate initiatives through these programmes. These include Climate Action 100+, the world's largest investor engagement; The Paris Aligned Investment Initiative (PAII); and, most recently, the Net Zero Asset Manager's Initiative (NZAM). Under the NZAM and PAII Asset Owner Commitments investors have committed to "implement a stewardship and engagement strategy, with a clear escalation and voting policy, that is consistent with [an] ambition for all assets under management to achieve net zero emissions by 2050 or sooner."

### The Role

We are looking for a self-motivated climate professional to help coordinate IIGCC's involvement in the Climate Action 100+ initiative and specifically oversee the initiative's Global Sector Strategies research programme.

At the global level – working with our partner networks globally – you will help manage a global work programme of strategic projects ranging with a particular focus on leading the Global Sector Strategies research programme. You will be involved in shaping the strategy of the initiative for the next decade and contribute to the development of tools like the initiative's Net Zero Company Benchmark.

At the Europe level, you will help coordinate shareholder engagement to secure net zero transition plans from companies across key sectors. This will involve working closely with investors, the rest of the IIGCC corporate team and also the other IIGCC programmes on policy and investor practices.

### Main tasks:

- **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+ and its Global Sector Strategies research programme.

- **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.
- **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.
- **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:**

- Experience working on climate change within an investment, consulting, corporate or government related role
- Understanding of sectoral decarbonisation and climate scenarios
- 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 with an enthusiastic and positive approach
- Fluent in routine IT tools including Microsoft office
- Fluency in English language

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
- Additional discretionary 3 days' leave between Christmas and New Year
- Generous company pension scheme
- Life assurance
- Private healthcare

#### **Applications**

Closing date for applications: 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](mailto: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