



Position Description

Analyst – Climate (Permanent Role)

About CIFF

The Children's Investment Fund Foundation (CIFF) is an independent philanthropic organisation with offices in Addis Ababa, Beijing, London, Nairobi, and New Delhi. CIFF works with a wide range of partners seeking to transform and empower the lives of poor and vulnerable children and adolescents in developing countries, with the ultimate goal of solving seemingly intractable challenges to ensure all children and adolescents have the chance to survive and thrive.

CIFF aims to play a catalytic role as a funder and influencer to deliver urgent and systemic change at scale. Areas of work include empowering girls and boys to control their sexual and reproductive health to avoid unintended pregnancy, unsafe abortion and HIV/AIDS; improving children and mothers' health and nutrition; preventing low birthweight babies; eliminating deaths from severe acute malnutrition, nested within a more integrated approach to childhood development; and deworming efforts to break transmission for good. CIFF's child protection work focuses on ending child labour and sexual exploitation by enabling an environment that reduces vulnerability of communities and increases protection of children. The organisation's climate portfolio is driven by a vision of a climate-safe future for today's children and future generations that also bear the benefits of cleaner air, energy security and sustainable jobs.

We are privileged, as a financially independent philanthropy, to be able to work in challenging areas that others can't and we often elect to work on what can be controversial issues that others won't. For example CIFF is pro-choice with respect to women's reproductive rights along with the prioritisation of access to reproductive information and to contraceptive choices. It is imperative to the CIFF family, therefore, that prospective candidates are aware of the issues we work on and embrace all our programmatic work with fully open minds to the huge number of ways in which we seek to empower young lives.

CIFF places significant emphasis on quality data and evidence. For most of its grants, CIFF works with partners to measure and evaluate progress to achieve large scale and sustainable impact. The organisation is committed to sharing as much information as possible about what they and their partners are learning.

Founded in 2002, CIFF employs approximately 160 professionals globally. CIFF strives to couple business acumen and principles with development experience and best practices to transform the landscape for children. It seeks to be the gold standard in grant making and foundation operations.

For more information please visit www.ciff.org

Job Description

Job Title	Analyst, Climate
Location	London
<p>Main purpose of the role:</p> <p>The CIFF Climate team is driven by a vision of a climate-safe future for today's children and future generations. We support the urgent global transition to a zero-carbon society. We are committed to strategies that get to the heart of the greatest climate challenges and are willing to support new approaches to accelerate action and the step-change in ambition required to keep global warming below 1.5 deg C.</p> <p>This role is fast-paced and incredibly diverse. The climate team works in a matrix structure and you will have the opportunity to work on a wide portfolio of climate change mitigation programmes across a number of sectors and geographies. This role is within the cluster covering CIFF's work in Europe and Latin America, CIFF's global work on cities, air pollution and transport, and CIFF's growing global portfolio on communications, campaigns, culture and movement-building. This role, alongside a small number of other analysts in the group will predominantly focus on a handful of these areas while not being limited by them and always collaborating with the wider CIFF team. Specific responsibilities will be determined by business need and the candidate's interests and expertise.</p> <p>CIFF has a growing climate portfolio and as well managing and enhancing existing grants this role will also be involved in developing new strategies and grants. To thrive in the role, you will need to be motivated by fast paced and diverse work that incorporates both thematic aspects (e.g. developing strategies, acting as the team lead for certain areas) and programme management and the administration of grants (e.g. adopting a commercial mindset to agree contracts and budgets with grantees, reporting and evaluating grantee progress, maintaining a focus on objectives and results). The work is fascinating, varied, collaborative and can be demanding. It is a perfect stepping stone for someone looking to develop a career in climate action/ policy/ philanthropy/ the not-for-profit sector.</p> <p>CIFF is one of the largest philanthropic funders both in international development and climate change mitigation and offers a broad range of opportunities to work with leading experts in their fields as well as ongoing learning and development opportunities including a personal allowance to be spent on any relevant career training every year. Your contribution will be integral to supporting CIFF and our partners – some of the best climate actors in the field – to deliver CIFF's ambitious climate agenda.</p>	
<p>Principal Accountabilities:</p> <p><i>Strategy & planning</i></p> <ul style="list-style-type: none"> • Support the development of programme proposals, which may include preparing aspects of the programme strategy and evidence base, drawing on insights from across CIFF and with partner organisations. • Conduct and manage insightful research and analysis on specific programmes, trends and mitigation opportunities, working closely with our grantees and partners who are leaders in the field. • Provide global, regional, national and sectoral insights, and communicate them verbally and in writing to a variety of senior stakeholders, and to contribute to the strategy and planning process. 	

Programme development, delivery & performance

- Lead the end-to-end oversight and administration of the management process of the grants (from concept formation, proposal development through to final payment)
- Lead the preparation and dissemination of regular and ad hoc reporting on sector/portfolio/programme performance, to ensure colleagues and partners have access to accurate and relevant management information.
- Work closely with members of the Finance, Communications and Legal team for the development of grant agreements, forecasting of grant payments, to enable effective grant management and reporting within the organisation.
- Support the preparation of summary reports, Board reports and portfolio investment reports, to ensure these are produced to a high standard and in a timely fashion – which can often mean to high quality in very short timeframes.

Sector knowledge and profile-building

- Build and maintain a range of relevant regional focus and sectoral knowledge and information resources to enable the Climate team to access high quality intelligence, analysis and data to inform current and future programme activity – always seeking to add value and join the dots.
- Work collaboratively with colleagues and partners across multiple locations and geographies to conduct research projects to inform Climate team's grant making activities.

Stakeholder and partner management

- Maintain good and productive relationships with our partners and grantees in the region and globally, which can include dealing with senior experts.

Person Specification

The Talented Individual

- A relevant master's level degree (e.g. Energy, Climate, International Policy or Political Science) with strong quantitative and qualitative analytical skills. Relevant additional work experience may be acceptable in place of a Master's degree.
- Gained meaningful experience working in a climate focussed organisation and looking to take that experience further. This could include experience in an NGO, think tank, public or private sector.
- Familiarity with the global climate policy and political landscape and a good understanding of the political and policy-making process – and the role civil society plays in that – in at least one of the geographies CIFF operates in.
- Experience multitasking and managing priorities to competing deadlines, thrives on diversity of a role.

- Strong communication skills and excellent oral and written English required. Additional language skills an asset (French, Spanish and/or Portuguese are of particular value).
- Track record of managing and building trust-based relationships internally and externally with a range of partners, operating across a range of cultural contexts
- Track record of strong interpersonal skills and working well as a team player.
- Approach situations strategically, methodically and with a high degree of rigour.
- Entrepreneurial mindset, highly adaptive and energetic.
- Result-orientated.
- Capacity to work in a range of cultural and socio-economic contexts.
- Able to travel internationally and willing to work flexible hours.

CIFF Competencies

Action Biased: *Achieves outstanding results through commitment, planning, informed judgement and action in line with overall intent*

Collaboration: *Proactively builds valuable partnerships based on teamwork, transparency and mutual respect to bring about sustainable change*

Improve and Innovate: *Exercises commercial and entrepreneurial thinking for greater effectiveness and impact*

Inspire and Influence: *Builds trust by expressing compelling and tailored messages which enable CIFF to be catalytic and create momentum*

Passion and Perspective: *Is passionate about CIFF's mission and always keeps the drive for systemic change in mind*

Leading for Impact: *Leads the organization by providing coherent vision, direction and support in seeking impact for children*