

Position Description

Analyst, Climate Change

January 2018

18-month Fixed Term Contract

About the Children's Investment Fund Foundation (CIFF)

We are an independent philanthropic organisation, headquartered in London with offices in Nairobi and New Delhi. We work with a wide range of partners seeking to transform the lives of poor and vulnerable children in developing countries. This involves supporting bold ideas to solve seemingly intractable challenges for children.

We know that the returns on smart investments in children's early development are very high. So we aim to play a catalytic role as a funder and influencer to deliver urgent and lasting change at scale. Areas of work include nutrition, adolescent sexual health, early-childhood development, deworming, child protection against labour and commercial sexual exploitation and climate change.

We place significant emphasis on quality data and evidence. For most of our grants, we work with partners to measure and evaluate progress to achieve large scale and sustainable impact. We are committed to sharing as much information as possible about what we and our partners are learning.

Founded in 2004, CIFF employs approximately 80 professionals in England, Africa and India. 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.

The Climate Change team leads and manages CIFF's work on: energy decarbonisation, industrial decarbonisation, reforestation, air quality and broadening the climate narrative.

For more information please visit www.ciff.org

Job Description

Job Title	Analyst, Climate Change
Reports to	Director, Climate Change
Location	London, some travel will be required
<p>Main purpose of the role:</p> <p>To provide programme management, administrative and research support to the Climate Change team that enables the efficient and effective delivery of its philanthropic programmes.</p>	
<p>Principal Accountabilities:</p> <p><i>Strategy & planning</i></p> <ul style="list-style-type: none"> • Conduct analysis and research on specific projects and sector trends, to support the Climate team in determining strategic priorities and setting operational plans. • Provide and communicate insights verbally and in writing, including developing graphs and charts for strategy and planning process. • Prior to approval of a programme proposal, assist the team in preparing aspects of the programme strategy and evidence base <p><i>Programme development, delivery & performance</i></p> <ul style="list-style-type: none"> • Lead the end-to-end administration of the grants management process (from concept formation, proposal development through to final payment), suggesting improvements where appropriate, to enable the Climate team to deliver and monitor its philanthropic activity efficiently and effectively. • Lead the preparation and dissemination of regular and ad hoc reporting on sector/portfolio/programme performance, to ensure colleagues and partners (as required) have access to accurate and relevant management information. • Work closely with members of the Finance and Legal team to coordinate the development of grant agreements, forecasting of grant payments, to enable effective grant management and reporting within the organisation. • Act as 'Super-User' for CIFF's online grants management system for the team, ensuring they are deployed appropriately to optimise the efficiency and effectiveness of grant management. • 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. <p><i>Sector knowledge and profile-building</i></p> <ul style="list-style-type: none"> • Build and maintain a range of relevant knowledge and information resources, to enable the Climate team to access high quality intelligence, analysis and data to inform current and future programme activity. • Work collaboratively with colleagues and partners across multiple locations to conduct research projects to inform Climate team's grant making activities 	

Stakeholder and partner management

- Collate research and information on potential and current partners/stakeholders as required, to support the effective development of relationships and opportunities by the team.
- Coordinate logistics for CIFF programme visits and ensure that visitors are adequately briefed.

Person Specification

Qualifications & Experience

- A relevant Masters level degree (e.g. Environment, Policy or Political Science) with excellent quantitative and qualitative analytical skills
 - Previous analysis/ research work in a relevant climate change field
 - Experience multitasking and managing priorities to competing deadlines
 - Strong communication skills and excellent oral and written English *required* and additional language skills *preferred* (Mandarin, Portuguese and Spanish are of particular value)
 - 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
 - Capacity to work in a range of cultural and socio-economic contexts
 - Familiarity with advocacy or capacity building
 - Familiarity with statistical databases and data interpretation skills
- 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

Application process

To apply, please send your CV and covering letter to recruitment@ciff.org quoting reference "Climate Analyst 2018". Closing date: 5pm Wednesday 28 February 2018.