**Position Description**

# Analyst – Climate (Permanent Role) 2021

**About the Children’s Investment Fund Foundation (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 100 professionals in England, Kenya, India, Ethiopia, and China. 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](http://www.ciff.org)

Please ensure that you review our website to gain oversight of all our programmes and if you have any concerns or would like further information please don’t hesitate to pick up the phone and talk to our Human Resources or Hiring Management teams.

# Job Description

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| **Job Title** | Analyst, Climate  |
| **Reports to** | Director, Climate (Global Gas & Industry and Latin America Region) |
| **Location** | London |
| **Main purpose of the role:**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. CIFF has a growing climate portfolio that includes clean energy transition through reforms in the power sector; cooling and energy efficiency; solutions for clean air; and climate policy. New initiatives relate to transport decarbonization; low carbon agriculture and nature-based solutions; climate finance and disclosure; and industrial decarbonization.This role is fast-paced and incredibly diverse. You will have the opportunity to work on a wide portfolio of climate change mitigation programmes across a number of sectors and/or geographies. The focus of this role is likely to include, but not be limited to CIFF’s global work on cooling, industry and gas – which is currently expanding considerably – and CIFF’s work in Latin America (currently in Mexico and Brazil). 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. |
| **Principal Accountabilities:***Strategy & planning** Conduct and manage insightful research and analysis on specific projects and climate sector trends - including but not limited to industry, cooling, gas and Latin America to assist the Climate team in determining strategic priorities and setting operational plans.
* 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.
* Provide regional and national and sectoral insights as well as political dynamics (e.g. Latin America, Gas & Industry) and communicate them verbally and in writing 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 existing grants (e.g. in Brazil, Mexico and cooling) and investment (grants) proposals (e.g. in gas and industry), from concept formation, proposal development, contracting, payments and reporting suggesting improvements where appropriate, and always seeking to add value, to enable the Climate team to deliver and monitor its philanthropic activity efficiently and effectively and ensuring impact.
* Support Directors in their roles as Board members of our strategic partners by preparing board reports and providing relevant strategic guidance.
* Manage existing portfolios (e.g. cooling) including current investments, payments and reporting.
* Lead the preparation and dissemination of regular and ad hoc reporting on programmes performance, to ensure colleagues and partners (as required) 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 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.
* Provide ongoing assessments on the effectiveness of grants in delivering against objectives, advising on course corrections as necessary and drawing out learnings from grants made to date.

*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.
* Build the climate teams capabilities to make broader changes by building and maintaining a network of individuals and organisations both current and new that can drive bigger changes.
* Coordinate logistics for CIFF programme visits and ensure that visitors are adequately briefed.
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# Person Specification

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| **Qualifications & Experience*** A relevant Masters level degree (e.g. Energy, Industry, Climate, Environment, International Policy or Political Science, Finance) with excellent quantitative and qualitative analytical skills. In some circumstances, highly relevant additional work experience may be acceptable in place of a Masters degree.
* Gained some experience (2-4 years) working in a climate focussed organisation and looking to take that experience further.
* Familiarity with the climate policy landscape. Experience in the areas of gas, industry or Latin America would be an asset.
* Experience multitasking and managing priorities to competing deadlines, thrives on diversity of a role.
* Strong communication skills and excellent oral and written English required (Spanish and/or Portuguese desirable).
* Track record of managing investment portfolios and many relationships internally and externally with partners, grantees, government departments, policy think tanks, research institutions and other donor organisations.
* Familiarity with advocacy or capacity building.
* 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
* Able to travel internationally and willing to work flexible hours.
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| 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* |