



## **Job Announcement**

### **Climate Programme Officer, Environment Programme**

**Location:** Geneva, Switzerland or London, UK.

**Reporting to:** Head of the Climate Change Sub-Programme

**Type of contract:** Full time permanent position

**Starting date:** ASAP

#### **About Oak Foundation:**

Oak Foundation ([www.oakfnd.org](http://www.oakfnd.org)) commits its resources to address issues of global, social and environmental concern, particularly those that have a major impact on the lives of the disadvantaged. With offices in Europe, Africa and North America, Oak Foundation makes grants to organisations located in approximately 40 countries worldwide.

#### **About the Environment Programme:**

The Environment Programme at Oak Foundation has three sub-programmes: Climate Change; Marine Conservation; and Wildlife Conservation and Trade. In the Climate Change sub-Programme, we aim to contribute to reducing climate pollution and keeping global average temperatures well below 2 degrees Celsius. Our strategy includes decarbonising the power sector, accelerating the shift to clean transportation and creating an enabling environment for political action to tackle climate change. In the Marine sub-Programme, we seek to increase the sustainability of industrial fisheries, improve the management of small-scale subsistence fisheries, and drastically reduce the leakage of plastic debris into the oceans. Finally, in the Wildlife Conservation and Trade sub-programme, our objective is to help disrupt the illegal trafficking of wildlife and implement innovative people-centred wildlife conservation models.

#### **Purpose of the role**

This is a great opportunity to join a diverse, international team within Oak Foundation's climate sub-programme. This is a solutions-focused role to help tackle our greatest challenge: that of cleaning up the global economy and empowering communities to transition to a fairer, healthier and safer future.

The ideal candidate is someone with a strong entrepreneurial and creative spirit, keen to innovate and enable some of the world's most effective civil society groups and movement builders.

### **Main responsibilities include:**

- Contribute to the strategic direction of the Environment programme by helping to shape the climate components of the programme's high-level goals, including through the co-drafting of various submissions and reports to the Board;
- Maintain primary responsibility for the management of Oak's climate and energy grant portfolio from point of initial enquiry to assessment and final recommendation to the President/Trustees/Board; This role will also have an oversight of the grant-making portfolio in Brazil;
- Identify high-impact, innovative and entrepreneurial grant-making opportunities to further strengthen Oak's leadership role across climate philanthropy and in line with the climate programme's strategic directions;
- Review budgets submitted by applicant organisations as part of the due diligence process;
- Conducts the monitoring and evaluation of grants including through the conduct of site visits;
- Work with Oak Foundation administrative and programme management staff to ensure efficient progress in grant-making, monitoring and reporting, as well as other administrative activities related to the programme;
- Represent Oak Foundation at external climate change meetings and contribute to internal and key constituent communications on climate change;
- Maintain a strong network of relationships with key players in the climate arena (NGOs, scientific, philanthropic, government, private sector) internationally;
- Stay up to date on key scientific, legislative and regulatory developments internationally.

### **Position requirements**

- University degree ideally in political, social, environmental or, natural sciences (an advanced degree may substitute for 1-2 years of experience);
- At least 7 years' relevant professional experience, and a track record of significant achievement in a discipline related to climate change;
- Strong personal and professional networks in the climate change and social movement arena;
- Understanding of non-profit and/or governmental financial reporting and budgeting;
- Proven research and analytical skills; outstanding organisational abilities and a commitment to efficiency and meeting tight deadlines;
- Excellent interpersonal skills: desire and ability to work in a collaborative team environment;
- Excellent verbal and written communications skills; comfort expressing opinions in a setting that encourages a vibrant exchange of ideas;
- A strongly developed sense of integrity, humility and discretion, poise maturity and a good sense of humour;
- Available for international travel, up to 40 days a year, sometimes for extended periods;
- Excellent written and spoken English required, Spanish or Portuguese is desired;
- This post can be based in Switzerland or UK, to be based in these locations it is required:
  - Switzerland: Swiss/EU citizen or valid work permit for Switzerland.
  - UK: Must have the right to live and work in the UK.
- A commitment to Oak's [organisational values](#)

## How to apply

Please send a letter of **application** stating the skills and approach that you would bring to the post with your CV/resume in English in strict confidence by email only to: [karem@darylupsall.com](mailto:karem@darylupsall.com)

Please ensure that they are sent as Word or PDF documents with the titles “your name cover letter” and “your name CV”, please put “Oak Foundation-Climate Programme Officer” in the email subject line.

**Deadline for applications: Sunday April 12<sup>th</sup>, 2020**

By submitting your application, you confirm that you have read and understood our [job applicant’s data privacy notice](#).

Oak Foundation is committed to safeguarding and promoting the welfare of children, as detailed in [our child safeguarding policy](#). We expect all staff to share this commitment. Please note that the successful candidate will undergo reference checks and be required to provide a police record prior to starting employment.