



Linking local priorities and global challenges

Programme Director

Job details

Group	Green Economy Coalition (GEC)
Reports to	Convenor - Green Economy Coalition Director of Shaping Sustainable Markets
Responsible for	N/A
Purpose of job	To further develop, lead and manage 2 global Green Economy programmes: national dialogues (currently active in 7 countries) and Economics for Nature.
Main contacts	Internal: Colleagues within the GEC and the Shaping Sustainable Markets Group, and colleagues within IIED External: Colleagues within UNEP, GGGI, academic, NGO and government partner organisations in the UK and elsewhere; UN agencies, international NGOs and other international organisations and national organisations working in the fields of Green economy, green growth, natural capital, inequality, informality, inclusion.
Contract type	Permanent
Hours	Full time
Location	Central London
Grade and salary	Grade 2 £52,097 - £64,829 per annum plus benefits, depending on experience

Context

The Green Economy Coalition (GEC) is a network of over 50 collaborating organisations, with a secretariat hosted by IIED and based in the Shaping Sustainable Markets Group. The GEC works to supporting dialogue, exchange and adoption of policy on green economy.

IIED was primarily responsible for establishing the national dialogue approach of the GEC, leveraging its extensive national partner base and its dialogue expertise. The GEC now has a multi-year programme active in seven countries for Green Economy dialogues. It needs to deliver these successfully, secure additional funding and expand the approach to new countries.

The Coalition has three core activities and five policy areas. The coalition's core activities are supporting dialogue, developing communications and knowledge platforms, and supporting consensus building on effective green economy policy. The five policy areas are: Measurement (Measure What Matters), Finance reform (Moving the Money), Greening sectors, Inequality (Green Must Be Fair), and Nature (Economics for Nature).

The GEC has an ambitious three year strategy, a secure funding pipeline and a series of new projects around natural capital and national dialogues.

A big part of the GEC 2016 - 2020 strategy focuses on communicating more effectively with the people we want to reach. We want to become the home of inspiring, informative and entertaining content on the green economy transition. We are in the process of overhauling our website, rethinking our messaging, and developing first class communication products.

Main responsibilities

Project and intellectual leadership (30%)

- Direct the development and implementation of ongoing programmes of work and new research agendas, which support and advance the groups and institutional strategy.
- Oversee and steer the delivery of the National Dialogue project in line with timescales, budgets and deliverables through to successful completion.
- Take overall responsibility for the delivery of the GEC/IIED national dialogue processes and partners in line with donor contracts.
- Lead on developing GEC global policy areas further and oversee these being deployed in national dialogue processes
- Oversee and steer the design, development, coordination and implementation of the Economics for Nature programme in coordination with colleagues, partners and funders.
- Provide intellectual leadership on green economy national dialogues and natural capital with the GEC and within IIED.

Management and coordination (20%)

- Take lead responsibility for the delivery of GEC IIED annual work plans, budgets and reporting for the 2 areas of responsibility: National Dialogues and Economics for Nature
- Take lead responsibility for planning and managing the SSM Green economy work plan and for ensuring quality of outputs.
- Supervise and organise the work of GEC to ensure clear roles, effective ways of working, performance standards and research quality.
- Oversee the creation and management of budgets by GEC colleagues for relevant programmes of work

Communications, outreach and influence (20%)

- Act as IIED's lead spokesperson on green economy and focal point for green economy-related external relations (e.g. At GEC summits).
- Develop and maintain close relations with partner projects through regular visits and help keep them focussed and on track
- Manage effective relationships with UN PAGE and GGGI
- Manage the input and interaction with stakeholders forging strategic partnerships with other leading organisations and initiatives in the Economies for Nature area.
- Supervise programme partners by providing direction, input and feedback with the Economies for Nature programme.
- Communicate to stakeholders to gain support for the programme and to solicit input to improve the Economies for Nature programme.
- Liaise with IIED Communications Group as required.

Business development and fundraising (20%)

- Raise new funds for additional national dialogues and establish the local partners for effective delivery.
- Provide expertise and support to the group's business development and fundraising efforts.
- Lead major funding bids, which develop and sustain research support for own area of work and advance GEC/IIED reputation.
- Raise more than own salary, and contribute to the salaries of other team members,.
- Contribute to the preparation of long-term fundraising analyses and strategies at the institutional, group, team and project level.
- Develop and expand long-term relationships with existing and new potential donors.

Liaison and networking (5%)

- Represent and present the work of the GEC, and IIED more broadly at international and national events, conferences and in meetings with a variety of stakeholders with an interest in green economy.
- Contribute to the management and/or workplans of other relevant organisations e.g. through fellowships, membership of advisory boards, participation in expert groups.

Contributions to institutional life (5%)

- Actively participate in institutional processes to develop research agendas and strategies.
- Participate in organisation-wide projects, initiatives or working groups.
- Act as a coach or a mentor to colleagues.
- Build and sustain internal contacts and networks, facilitate intellectual debates and participate

The job description defines the level of responsibility and area of involvement of the post; the details of the duties may change over time and do not form part of the contract between IIED and the post holder.

Person specification

Skills and experience

	Essential	Desirable
Qualifications	Postgraduate degree in a relevant discipline	PhD in relevant subject
Reputation	Well known and connected in the fields of national development planning and multi-stakeholder dialogues	Known with the Green economics field
Knowledge	Excellent knowledge of the key issues related to the green economy, demonstrated through a record of relevant innovative and influential work and publications	
Experience	<p>Experience of working on environmental and development economics, natural capital, inclusion, informality, inequality and its links to development in Africa, Asia and/or Latin America</p> <p>Substantial experience with international policy frameworks, agreements and initiatives addressing green economy, natural capital and poverty, and inequality and poverty reduction</p> <p>Proven experience of engaging with international organisations, government agencies, academics, NGOs and other civil society organisations working on economics, inequality, and poverty</p> <p>Extensive management experience including the management of budgets and people (e.g. staff and/or external consultants)</p> <p>Proven ability to work in multidisciplinary and multicultural teams and effectively managing the related challenges and opportunities</p>	Business experience
Skills	<p>Fluency in English to convey complex messages in a clear, concise and effective manner to different audiences orally and in writing</p> <p>Advanced knowledge of business software (word processing, spread sheets, presentation software, databases and communications)</p> <p>Excellent interpersonal skills, with proven ability to manage multi-stakeholder projects, dealing with staff, collaborators and partners from a wide range of backgrounds and cultures and ability to communicate with and inspire both specialist and non-specialist audiences.</p> <p>Well networked. Experience of creating, developing and/or working within consortia, networks, alliances, partnerships and international teams</p>	<p>Working knowledge of another relevant international language</p> <p>Working knowledge of relevant specialist software</p> <p>Coaching and mentoring skills and experience</p>

Excellent analytical and research skills
coupled with successful research
management and leadership experience

Excellent written and verbal communication
skills in English

Excellent planning and organisational skills
to manage own workload and co-ordinate
the work of the objective team; ability to
think ahead to anticipate issues and
opportunities and delivering to tight
deadlines

A sustained track record in securing funding
for different projects from a variety of
donors

Willingness and ability to travel as
appropriate to research commitments

Proven interest in self continuous
improvement and developing others

Behavioural competencies

Competency	Description	Level required
Communicating with impact	The ability to influence, negotiate, build awareness and create credibility with others through the use of clear and effective communication	2/1
Delivering excellence	A concern for delivering high quality work and improving performance. Consistently looks for ways to add value to colleagues, partners and stakeholders	2/1
Developing others	Invests time and energy in fostering the long-term learning and development of others. This can involve the provision of practical advice, support, feedback or training to support development	2/1
Flexible thinking	The ability to understand and appreciate issues from a wide range of perspectives and adapt one's thinking and approach based on this understanding	1
Initiative	Thinks ahead and takes decisive action to make the most of opportunities and avoid future issues	1
Integrity and commitment	Demonstrates a commitment to the values of IIED and acts in the best interest of the organisation and its partners / stakeholders	1
Working collaboratively	A desire to work cooperatively with others to maximise the effectiveness of IIED, build knowledge and understanding and minimise duplication of effort	1