

Title: Investor Practices Programme Manager

Reports to: CEO

Place of work: London

Time: 5 Days/week – full time

Starting date: ASAP

Salary: Competitive plus benefits

Application: CV and covering letter to info@iigcc.org; Subject line: Investor Practices Programme Manager

Background

The Institutional Investors Group on Climate Change (IIGCC) is a forum for collaboration on climate change for European investors. There are currently over 155 members, including some of the largest pension funds and asset managers in a total of 10 European countries, representing around €21 trillion in assets under management. IIGCC brings investors together to support a prosperous low carbon future through mobilising capital for the low carbon transition by working with business, policymakers and fellow investors.

Scope of Work

IIGCC has recently established an Investor Practices Programme which sits alongside two other large programmes, Policy and Corporate Engagement, and a smaller one focused on Property.

The Programme provides guidance and peer to peer learning for investors in three areas:

- How to integrate climate change-related issues into investment practices and decision-making across asset classes;
- Strategies, tools and metrics to use when integrating climate change into investment practices (e.g scenario analysis); and
- How to improve investor disclosure on climate-related issues.

The Programme Manager will work closely with the Programme Chair, workstream leads and CEO to deliver an effective programme that provides practical support and guidance to members in all these areas.

Duties

- Organisation and scheduling of working group meetings between investors
- Organisation of informative workshops or webinars either to gather investor insights or to inform members of latest tools and guidance available in the market
- Ensuring the website is up to date and provides relevant information on investor practices related to climate change
- Supporting the development of guidance documents or other materials on the integration of climate change into investment practices and reporting (e.g. working with investors or consultants who are drafting documents)
- Developing materials for internal network communications and to report to external funders

The successful candidate will be expected to work closely with the Programme Managers/Directors of the other programmes to ensure that the programmes complement and support each other.

Requirements

- Work experience in the finance sector/consultancy desirable; at a minimum some familiarity with the finance sector and investment practices
- Good understanding of climate change and investment
- Excellent project management, time management and communication skills and ability to write well.
- Enthusiastic team player with ability to develop relationships
- Ability to work with minimal supervision
- Ability to work collaboratively with partners, consultants and external groups
- Fluency in all routine IT tools including Excel, Powerpoint
- Fluency in English essential and a second European language is desirable
- Some travel will be necessary