



E3G

ICCN SECRETARIAT PROGRAMME MANAGER, LONDON

The ICCN Secretariat Programme Manager is a new post in the new International Climate Councils Network secretariat working internationally to facilitate cooperation between members of the ICCN and coordinating the network to promote the role of climate councils.

Background

Launched in 2021, the mission of the **International Climate Councils' Network (ICCN)** is to facilitate collaboration and mutual support between climate councils from around the world. With more than 20 members from South Africa to Canada, Guatemala to Denmark, the ICCN was set up to promote and share best practice in evidence-led climate governance and policymaking, while recognising the range of roles and circumstances that Councils may occupy. The ICCN also aims to support the development of new climate councils as expert, evidence-led organisations to guide and oversee delivery of climate change mitigation and adaptation. www.climatecouncilsnetwork.org

Members of the ICCN are all national-level advisory councils with a mandate to provide expert, evidence-led advice to and or monitoring of government action on climate mitigation and/or adaptation. Different councils fulfil different roles depending on their particular circumstances. A list of current members can be found: **Members – International Climate Councils Network (ICCN)**

The network is now working in partnership with climate change think tank E3G to set up a new secretariat. **E3G** is an independent climate change think tank with a global outlook. E3G is consistently ranked as one of the top ten most influential environmental think tanks in the world by the University of Pennsylvania's Global Go To Think Tank Index. Our goal is to translate climate politics, economics and policies into action. www.e3g.org



E3G

Key Responsibilities

Management, operational and governance

- > Set up and manage a professional secretariat function and small dedicated team, working with the ICCN steering committee to put in place and manage appropriate plans, policies and budgets
- > Support the deliberations, communications and decisions of the ICCN steering committee to set direction and enable network support and development

Strategy, planning and programme

- > Working with ICCN members and the steering committee, develop and deliver the ICCN's strategy, forward development plan and annual programme, and support fundraising and funder engagement

Network support

- > Support ICCN members through plenary meetings, working groups (eg regional, thematic) and public-facing events to participate in the network and connect members to opportunities to support the ICCN

Network development

- > Develop ICCN's network and build synergies with institutional, academic and civil society actors sharing similar goals
- > Develop and manage relationships with key stakeholders and represent ICCN externally where agreed/together with members
- > Identify opportunities for promoting climate councils and respond to enquiries to join the network

Programme & policy and communications

- > Identify opportunities for promoting the ICCN and the value of climate councils and supporting new and potential councils
- > Working with ICCN members, develop reports, toolkits and briefing materials for the network, events and for the ICCN website

Person Description



E3G

You will be highly collaborative and ready to bring your open, facilitative approach to support a vibrant and growing network to empower connection, learning and the emergence of best practice among members. You will be a skilled communicator, able to work internationally and with a wide range of stakeholders at all levels. You will be highly organised with a sound approach to management and operations suited to setting up a professional secretariat. You will see the value and potential of climate councils to promote and share best practice in evidence-led climate governance and policymaking and be ready to support the ICCN to showcase the contribution climate councils can make to enable countries to accelerate effective delivery of climate action in the decisive decade.

Experience and Skills

The successful candidate will bring:

- > Demonstrated sound programme and project management and operational skills
- > Excellent network management, stakeholder mapping and relationship management skills (essential) with potential to drive network development (desirable).
- > Policy and government practice particularly in the fields of independent advisory bodies, climate governance and delivery of government programmes and climate action. Subject expertise may include climate change policy, climate change governance, sustainability, independent advisory bodies, government delivery, networks, learning, technical assistance and capacity building.
- > Facilitative approach to team and network management with a practical, diplomatic, collaborative and outcomes-focused approach
- > Geographic experience: The ICCN is an international network with a global outlook. The ICCN currently has members in ~20 countries and regions including: Australia, Canada, Chile, Costa Rica, Denmark, EU, Finland, France, Germany, Greece, Guatemala, Iceland, Ireland, Republic of Korea, Mexico, Nigeria, New Zealand, Philippines, South Africa, Sweden, United Kingdom.
- > Languages: English (essential), Spanish (desirable), French (desirable).
- > Clear, credible and persuasive communication skills.



E3G

Further details

This role is located in London, UK. E3G operates a hybrid working approach. E3G will require candidates to demonstrate that they have the right to live and work in the jurisdiction in which E3G employs them. E3G is unable to provide relocation assistance or visa support.

A remuneration package competitive with the non-profit sector will be offered. The indicative salary range for this role is in the senior policy advisor band up to £66,000 depending on skills and experience. Benefits include: 25 days leave plus additional leave between Christmas and New Year's Day, generous pension contribution, cycling scheme and travel and hospitalisation insurance.

ICCN and E3G value diversity and welcomes applications from all suitably qualified candidates regardless of age, gender, race, disability, sexual orientation, religion or ethnic background. We aim to build an inclusive workforce that is reflective of the populations we support, and actively seek applications from those who are marginalized and underrepresented. We are committed to providing reasonable accommodations to applicants with disabilities.

How to apply

Please submit your application (in English) addressed to the ICCN Steering Committee info@climatecouncilsnetwork.org, and the Associate Director, Political Economy & Governance, E3G karla.hill@e3g.org. Please include::

- A CV of maximum two pages
- A cover letter of no more than one page outlining why you are applying for this role and when you would be able to start.

The deadline for applications is 16 February 2024.

This is rolling recruitment with interviews being conducted until the position is recruited. We reserve the right to remove this advert, dependent on the level of response received. You are therefore advised to submit your application at the earliest convenience. If you have not heard from us within 2 weeks of the closing date, we will not be shortlisting you on this occasion.