

Job Description - Project Officer (Climate campaign)

About us

We investigate and campaign against environmental crime and abuse.

Our undercover investigations expose transnational wildlife crime, with a focus on elephants, pangolins and tigers, and forest crimes such as illegal logging and deforestation for cash crops like palm oil. We work to safeguard global marine ecosystems by addressing the threats posed by plastic pollution, bycatch and commercial exploitation of whales, dolphins and porpoises.

Our climate campaign seeks to reduce global greenhouse gas emissions by strengthening and enforcing regional and international agreements that tackle climate super-pollutants, including ozone depleting substances, hydrofluorocarbons and fossil fuels, and advocating corporate and policy measures to promote sustainable cooling.

About role

The Climate Officer is a full-time role which will provide support to EIA's Climate Programmes to ensure effective implementation of the Climate campaign strategies.

Salary

£30,000 - £35,000 (subject to experience)

Deadline for applications

13th November 2022

Main purpose of position:

EIA is seeking a highly organised and efficient Climate Project Officer who works well within a team to join EIA's Climate Programme. The Climate Project Officer is a full-time role which will provide support to EIA's Climate Programme to ensure efficient implementation of the Climate campaign strategy.

The key responsibilities will include managing financial information, monitoring campaign activities, assisting with donor reporting, engaging with and co-ordinating EIA team members and EIA finance and communications departments, consultants and Project partners, developing campaign and communication materials and providing support as needed for organising workshops and events. The role will also include research responsibilities to support campaign work as needed including scientific, technical and market research.

Organisational matters:

The Climate Project Officer will report to the Programme Lead. The position is based in EIA's London office.

Responsibilities:

This position will be responsible for supporting all of the varied administrative, financial management and project management needs for implementation of the Climate campaign. Responsibilities will include, but are not limited to, the following:

Financial Management:

- Maintain up to date tracking of budgets of team expenditure in coordination with the finance team;
- Ensure expenditure is allowable under the campaign grant agreements and related contracts including consultants;
- Respond to internal finance queries, including quarterly budget forecasting;
- Prepare and distribute monthly or quarterly budget updates as required;
- Draft internal budgets and reports as required;
- Support the team in day-to-day financial transactions, such as payment of consultants and partners.

Project and Grant Management:

- Assist in all donor reporting, including liaising with Project partners, drafting financial and narrative reports;
- Assist with preparation of and manage contracts for NGO sub-grants and consultants, including compliance with reporting;
- Monitor progress of partners against contract / sub-grant agreements;
- Assist with campaign planning, including maintaining up to date campaign trackers and setting up quarterly planning of campaign activities;
- Act as a liaison between EIA departments including Finance, Fundraising and Communications, as well as Project partners

Project Coordination:

- Provide logistical support as needed for organizing workshops, roundtables, webinars, and field visits;
- Co-ordinate with campaign partners and consultants for implementation of campaign activities;
- Prepare and maintain contacts and mailing lists;
- Arrange design, translation and printing of campaign materials;
- Provide project management support for campaign work areas to ensure timely delivery of outputs and activities
- Organise and participate in weekly internal team meetings.

Information Management:

- Collect, analyse and manage data and information for assessing campaign progress in line with the campaign strategy and monitoring and evaluation plan;
- Maintain comprehensive and organised records of campaign activities, financial information, external contacts and historic archives;
- Ensure campaign materials are organised and accessible through EIA's information management systems.

Research and advocacy support:

- Conduct campaign research as required;

- Support campaigns-related communications as required, including maintenance of the EIA Climate twitter account and liaison with EIA Communications team;
- Assist in the production of external reports and campaign materials.

Strategic planning:

- Contribute to the development of campaign strategies and budgets
- Maintain systems for monitoring and evaluation and contribute to the development of M&E frameworks for campaign strategies

Person specification:

Essential

- Project management experience or qualification
- Experienced user of Microsoft Office, including Excel, and collaborative working tools (e.g. SharePoint, Teams)
- Good English oral and written communication skills, including knowledge and experience of key social media platforms
- Ability to prepare accurate, relevant and clearly presented financial and narrative reports
- Ability to clearly articulate financial concepts and prepare high-level financial summaries – financial management is a priority responsibility within the role
- Experience in financial and grant management for statutory funders
- Strong organisational skills and efficient time management, ability to manage multiple tasks and priorities
- Ability to work well within a diverse team
- Legal right to work in the UK
- Understanding of donor reporting and compliance, in particular consultancy and sub-grant management

Desirable

- Experience with organising workshops, seminars and roundtables (both online – e.g. webinars – and in person)
- Experience working in an international environment, or with partners based overseas
- Accounting experience/qualification
- Commitment to working on environmental issues
- Broad knowledge of global climate issues
- Foreign language skills
- Prepared to travel outside the UK at short notice
- Experience in monitoring and evaluation of advocacy-based campaigns