

## Climate Bonds Initiative - Vacancy

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|----------------------|-----------------------------------------------------|
| <b>London Job:</b>   | <b>Executive Associate and Assistant to the CEO</b> |
| <b>Location:</b>     | London Bridge                                       |
| <b>Salary:</b>       | £23,000 - £25,000 per annum full-time equivalent    |
| <b>Position:</b>     | Full time                                           |
| <b>Closing date:</b> | Applicants will be considered on a rolling basis    |

### About the Climate Bonds Initiative

The Climate Bonds Initiative is an investor-focused NGO working to mobilise the \$100 trillion global bond market for climate change solutions. Our main work streams are data and market analysis, standards and certification, policy analysis, market development and advocacy.

### The Role

We are looking for a talented individual, motivated to transform our financial system to address climate change, to work with our CEO, Sean Kidney.

Reporting directly to Sean, this position's primary responsibility is to provide logistical support and to coordinate workflows between him and the larger organisation.

Climate Bonds is a small team driven by a big mission, and we need someone who can take this mission on with same dedication and enthusiasm of our current team. You will be working within an organisation that is leading the development of innovative international climate finance solutions with global stakeholders including governments, investors and NGOs.

The ideal candidate for this role is a self-starting, hands-on, and focused individual, with previous experience in small organisations, who will be able to move from managing day-to-day logistics and meetings to researching and writing briefings on ad hoc climate change or finance topics. Climate Bonds is a very dynamic organisation, every week there is something new, so in addition to the key tasks below, there will be many developing projects that you could take on. Ability to adjust quickly to changing conditions and requirements in an extremely fast-paced environment is a must for this job.

This position is based at our London headquarters.

## Key Tasks

### 1. Administrative and Logistics

- CEO's diary: scheduling, travel management, speaking engagement liaison
- Correspondence: monitoring Sean's inbox for urgent matters that need to be addressed
- Keeping track of agreed workflow; reminding the CEO about staff tasks to follow-up
- Meeting follow-up: reports; briefing CBI team members when follow-up requires
- Supporting internal efforts to develop strategic overviews and organisational structure
- Assist with Events Management for both small forums and large conferences
- Maintain accurate contact information in Salesforce and assisting with mass mailings

### 2. Communication

- Writing emails to key partners and stakeholders at other organisations
- Communicating and setting up calls between our team members across the globe

### 3. Research

- Research on topics ranging from Climate Science, Infrastructure Financing, country bond market structures.

## Qualifications and Experience

### *Essential*

- Eligible to work in the UK
- Proven work experience or leadership/management record in university
- Ability to multitask, able to filter information quickly and correctly
- Proven ability to manage, coordinate and prioritise across multiple projects and timeframes
- Excellent written and oral communication skills
- Strong listening skills and the ability to accurately follow directions
- Highly proficient with MS Office suite
- Motivated, organised and a self-starter
- Understanding of climate change science
- Keen to work on climate change issues

### Desirable:

- Knowledge of climate change science and/or climate finance
- Experience working in non-profit organisations
- CRM platform and Salesforce knowledge
- Presentation skills

## Next steps

More information on the Climate Bonds Initiative can be found at [www.climatebonds.net](http://www.climatebonds.net)

To apply for this position send your CV and cover letter to [recruitment@climatebonds.net](mailto:recruitment@climatebonds.net) , quoting reference 'CBI Executive Associate' in subject line. Please include your name in the CV and cover letter file names.