

## Climate Bonds Initiative - Vacancy

Job: Certification Manager, Climate Bonds Standard & Certifications Scheme  
Location: London Bridge  
Salary: £35-40,000 depending on experience  
Position: Full Time  
Closing date: 13<sup>th</sup> October 2016  
Interviews: Week of 17<sup>th</sup> October 2016

### 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. The organisation is leading the development of innovative international climate finance solutions with global stakeholders including governments, investors and NGOs.

Our main work streams are green bond standards and certification, green bond data and market analysis, policy analysis, development and advocacy.

### The Role

Investor demand for Green Bonds & Climate Bonds is strong, and will increase in line with the delivery of quality products into the market. However, investor concerns about the credibility of green labelling are also growing. Standards, assurance & certification will be essential to improve confidence and transparency, and further strong growth in the market. The Climate Bonds Standard & Certification Scheme ('Standard & Certification Scheme') delivers this.

The Standard & Certification Scheme is an easy-to-use tool that allows investors and intermediaries to assess the environmental integrity of bonds. Approved verifiers use it to check the environmental credentials of green bonds in order to recommend them for Certification. The Standard & Certification Scheme is backed by the Climate Bonds Standard Board of investor representatives, which collectively represents \$34 trillion of assets under management.

We have been rapidly expanding our activities and certifications over the last 18 months and now need further internal capabilities to support the Standard & Certification Scheme.

We are looking for a Certification Manager for the Standard & Certification Scheme for our London base. This person will report to the Head of Certification, who is based in Australia, and the Standards Manager, based in London.

## Responsibilities & key tasks

Working with the Head of Certification to:

- Manage the certification process for Climate Bonds:
  - Respond to inquiries from potential issuers and other market participants
  - Liaise with issuers and verifiers to support certification applications
  - Maintain internal tracking of the progress of bonds and issuers as they move through the certifications process
  - Review all certification applications to ensure they comply with the requirements of Climate Bonds Standard including sector specific criteria
  - Maintain records (confidential and public) for certified bonds and issuers
  - Update and create FAQs, guidance documents, templates and forms for the certification process
  - Liaise with internal and external Communication teams on press releases announcing bond certifications
  
- Liaise with verifiers:
  - Respond to inquiries from potential and approved verifiers
  - Liaise with verifiers to support verification applications
  - Liaise with approved verifiers on certification requirements, verifier procedures and interpretation of the standards and criteria
  - Maintain internal records and tracking of approved verifiers' performance and training programmes
  - Update and create FAQs and guidance documents

Working with the Standards Manager to:

- Establish Industry Working Groups for the development of sector specific criteria under the Climate Bonds Standard
  - Identify and liaise with industry representatives and sign up for working groups
  - Manage working group meetings
  - Support the Standards Team in the development of discussion papers and supporting documents for the work of the industry group

Working with the Head of Certification and the Standards Manager to:

- Roll out of the Climate Bonds Standard & Certification Scheme
  - Create "Certification Packs" of information for different groups of bond issuers
  - Support the roll-out of workshops, training sessions and events with issuers, verifiers, consultants and other stakeholders to promote the use of the Standard & Certification Scheme (in London and other locations)

- Review and summarise input received from public consultation processes to enhance and confirm updates to the Standard & Certification Scheme
- Record the formal decisions of the Climate Bonds Standard Board and prepare minutes for distribution to the Board for confirmation

### **The successful candidate**

Climate Bonds is a small team driven by a big mission. We seek a self-starting, hands-on, motivated individual ideally with high aptitude and previous experience in small organisations.

### **Qualifications and Experience**

#### Essential

- Eligible to work in the UK
- 2:1 or above in a relevant degree
- At least five years work experience in a related field including experience of maintaining and managing a network of industry relationships
- Flexibility to travel internationally
- Proven ability to manage, coordinate and prioritise across multiple projects and timeframes
- Enthusiastic, motivated, organised and a self-starter
- Comfortable and confident working closely with colleagues in different locations and across different time zones.
- High aptitude
- Attention to detail

#### Desirable

- Knowledge of bond markets and actors
- Knowledge of climate change and climate change solutions

### **Next steps**

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

Applications to [katie@climatebonds.net](mailto:katie@climatebonds.net), quoting reference 'Climate Bonds Certification Manager' in the subject line.

Applications close 13<sup>th</sup> October 2016