Job Description

Position Title: Network Manager, Cool Cities
Department: Deputy Executive Director’s Office
Reporting To: Head of Adaptation Initiative
Location: London or New York
Salary: £39,019 (London); $57,200 (New York) per annum
Term: Fixed Term Contract until December 2020

Background
The C40 Cities Climate Leadership Group, now in its 12th year, connects more than 90 of the world’s greatest cities which have committed to tackling climate change. We bring mayors from around the world together to learn from each other in reducing greenhouse gas emissions and creating resilient, sustainable and low carbon cities. C40 cities represent more than 650 million urban citizens and their economies account for 25% of global GDP. Our recent ‘Deadline 2020’ report sets out the critical role that the world’s major cities have to play in delivering the historic Paris Agreement to prevent catastrophic climate change.

C40’s growing team of 100+ staff is headquartered in London, with offices in New York, Rio de Janeiro, Copenhagen, Beijing and Paris, and individual staff based across 25+ different locations. C40 has an operating budget of c.$25m per year and is primarily funded through the generous support of philanthropic foundations.

The strategic direction of the organization is determined by an elected Steering Committee of C40 mayors, which is chaired by the Mayor of Paris, Anne Hidalgo. Three-term Mayor of New York City Michael R. Bloomberg serves as President of the Board of Directors, which is responsible for operational oversight. An eight person management team, led by Executive Director, Mark Watts, leads the day-to-day management of C40.

Adaptation Team
The role of the adaptation team is to help C40 cities build their climate resilience. The team supports cities to build capacity, address barriers and undertake comprehensive adaptation planning through a package of assistance including: training through an Adaptation Academy, peer learning through networks and city exchanges, integration with mitigation activities, research tools and guidance, and city diplomacy and communications. The Adaptation Networks serve cities in meeting their goals in the area of climate change adaptation through facilitating peer-to-peer city exchange, creating and managing a library of case studies, and arranging direct technical assistance.

Position Description
The Network Manager will manage the Cool Cities Network, a C40 network supporting city efforts to reduce the impact of the urban heat island effect, working in partnership with the Global Cool Cities Alliance. The Network Manager will work closely with the Head of the Adaptation Initiative to develop the strategy for the Cool Cities Network, and evolve the strategy over time with input from C40 cities.

The Network Manager will be passionate about finding practical solutions to climate resilience, have strong interest and familiarity with international climate adaptation policies and programmes, well developed analytical skills, and ideally have experience working directly with city governments and/or successful networks. A natural communicator, collaborator and facilitator, the Network Manager will successfully bring
cities together to share lessons learnt and best practices as well as collaboration on joint projects and network workstreams; develop and manage major global partnerships; and facilitate delivery of technical support to C40 cities working collaboratively with regional staff and partner organizations. Some travel will be required.

Responsibilities:

- Work closely with the Head of the Adaptation Initiative, Regional Directors and/or city leads to develop and implement network strategy;
- Draft and deliver a comprehensive workplan;
- Facilitate bilateral and multilateral city interactions and convenings, including working with the key strategic partners to support cities;
- Manage network logistics, such as: convening city calls and webinars (including developing agendas and drafting minutes to follow up on meetings), coordinating collaborative network projects & workstreams, conducting interviews with cities and tracking and reporting on interest in the network, and planning for in-person network meetings;
- Facilitate peer-to-peer exchange, enable direct support, and research/knowledge management support through the network(s) with a focus on priorities identified by cities, responding flexibly when such priorities change;
- Work with the Head of the Adaptation Initiative, and/or Regional Directors to develop and manage partnerships which will direct resources to C40 cities;
- Work with other staff to facilitate delivery of technical support to C40 cities participating in networks, largely through managed partnerships, strategically prioritising based on potential impact and feasibility;
- Prepare reports to funders on progress, as well as preparing additional funding applications as agreed with the Initiative Head;
- Work with the Head of Adaptation Initiative to support delivery of the other project and priorities of the Adaptation Team;
- Additional duties as requested.

Person Specification:

- Expertise and interest in facilitation of in-person workshops as well as virtual meetings or webinars;
- Considerable experience in relevant government, business, research and/or NGO sectors with a strong focus on climate change adaptation, urban resilience and/or disaster risk management;
- Appropriate qualification (equivalent of Bachelor’s degree required, Master’s degree preferable) in sustainability, environmental studies, urban planning or engineering;
- Experience in heat management in urban areas desirable;
- Strong problem-solving, interpersonal and strategic thinking capabilities coupled with an outcome/delivery-oriented approach;
- Proven track record in working collaboratively and effectively with partners, such as NGOs, multilateral development banks, or the corporate sector;
- Strong written and verbal communication skills;
- International experience, particularly working across different cultures, languages and time zones;
- Strong English language skills required and second language desirable;

Other Requirements:

Applicants must already have the right to work in the United Kingdom or the United States of America. Moderate travel will be required, as part of the role.

Application Process:

Interested applicants should submit a curriculum vitae and cover letter to careers@c40.org. Closing date for receipt of applications is Tuesday, 21 November 2017.
To learn more about the work of C40 and our cities, please visit www.c40.org, follow us on Twitter @c40cities and like us on Facebook at http://www.facebook.com/C40Cities.

C40 is an equal opportunities employer.

Salary and allowances
The post is paid in accordance with C40 Cities level 4 scale and begins at £39,019 (London); $57,200 (New York). It is C40’s policy to pay new employees the minimum salary of the scale.