Job Description

Position Title: C40 Senior Programme Manager, Green Economy & Innovation

(Funded by the Danish Ministry of Foreign Affairs)

Department: Research, Development & Innovation

Reporting To: Director, Programmes, Business & Innovation

Location: London

Salary: £56,351

Term: Fixed Term Contract for 24 months with possibility of extension

Background
The C40 Cities Climate Leadership Group, now in its 13th year, connects more than 95 of the world’s largest cities committed to tackle the enormous challenges that climate change and rapid urbanization pose to cities including in some of the least developed parts of the world. The purpose of this position, which is funded by the Danish Ministry of Foreign Affairs, is to contribute to exactly this endeavour by supporting the development of more just and sustainable economies in cities in developing countries.

C40 Cities has a proven record of bringing together mayors from around the world to learn from each other in reducing greenhouse gas emissions and create resilient and sustainable cities to combat urban poverty, unsustainable development and environmental degradation. C40 Cities represent more than 700 million urban citizens and their economies account for 25% of global GDP. Our recent ‘Deadline 2020’ report sets out the critical role the world’s major cities have to play for delivering on the historic Paris Agreement to prevent catastrophic climate change.

C40’s growing team of 150+ 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 $25m per year and is primarily funded through the generous support of philanthropic foundations and bilateral donors such as the Danish Ministry of Foreign Affairs. The Danish Ministry of Foreign Affairs supports C40’s program Deadline 2020 with $ USD 2,5m for the development of Climate Action Plans in 5 selected mega-cities in Africa and Asia severely challenged by climate change and an unsustainable environment.

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 seven person management team, led by Executive Director, Mark Watts, leads the day-to-day management of C40.

Business & Innovation Department
C40’s new Business & Innovation team acts as a service to member cities in overcoming a number of existing barriers to climate action and sustainable development in order to increase local prosperity and living conditions.

This include projects and programmes to help present the economic case for climate action, assist cities in optimising their internal operations and enhance collaboration with the private sector to drive innovation and
green growth. The team is also responsible for managing C40’s engagement in the partnership initiative P4G where the Executive Director has a seat in the board of directors.

The team’s responsibilities include managing or providing support to the following projects and programmes:

- Support cities in developing a more sustainable economy through the management of the Green Economy Forum which works to identify cities’ needs and, depending on the urgency and impact, develop programmes to address city needs;
- Development of a new C40 programme focussing on building up C40’s relationships with clean-tech companies, tech start ups and relevant academic institutions which shall incorporate and facilitate co-creation with C40 member cities;
- Mapping areas under cities jurisdiction where there is significant potential to embed Circular Economy principles into systems and value chains in the urban environment.
- Development and delivery of programmes and projects specifically aimed at public-private collaboration.

**Position Description**

The programme manager of Green Economy & Innovation at C40 will assist in the development, management and promotion of the Business & Innovation Department’s projects and programmes, and proactively facilitate and support objectives and outcomes between the P4G initiative (Partnering for Green Growth and the Global Goals 2030) and C40.

The manager will play a lead role in managing and expanding C40’s service offering to member cities relating to the growth and measurement of the green economy through the Green Economy Forum. The manager will also lead the wider thinking and research conducted on how we optimise the interface between cities and the private sector to create more just and sustainable economies.

**Responsibilities:**

- Assist in developing and driving the strategy for the C40 Business & Innovation team and integration with objectives and outcomes sought by P4G
- Management of the Green Economy Forum
- Design and delivery of a Green Economy Workshop in 2019
- Support the development of partnerships between city and private sector organisations to generate new and innovative solutions to climate related challenges e.g. through working with cities and business partners in the P4G hubs in global south countries
- Build up C40’s relationships with C40 Cities economic development teams to incorporate the city into the new C40 Forum model
- Develop new programmes to address city needs in relation to their Green Economy or distribute opportunities to other areas of C40 where work is currently being done
- Cooperate with the P4G to lead and support development of P4G partnerships, lead development and support major P4G facilitation moments which relate to cities, and contribute to knowledge management for the P4G State of the Art report and related communications and publications
- Assist in the development of a funding plan to support C40’s service offerings to cities through the Green Economy Forum, Green Economy Research, and other projects (in partnership with the C40 Fundraising Team)
- Mobilize private sector engagement in the Deadline 2020 programme
- Liaise with the Danish Ministry of Foreign Affairs regarding cities supported by Denmark

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1 A Forum, within the C40 context, is an open technical specialist group enabling C40 cities to engage with peers in addition to a wider range of stakeholders including, but not limited to, the private sector, regional government agencies, academic institutions and other global networks. The Forum will advocate for continuous business development, innovation, collaboration and knowledge dissemination between C40 Cities and global experts. The overarching aim of a C40 Forum is therefore to accelerate the progress of achieving more ambitious city-wide results on climate action through the facilitation of a broader and more extensive range of connections with global experts, ultimately becoming inspirational exemplars prompting more cities, both local and global, to follow the lead through thought leadership and global influence.”
• Develop and manage C40’s relationships with relevant clean technology companies, technology start ups and incubators and academic institutions
• Develop a series of C40 programmes in the areas of economic development and smart city technology as identified in the strategy for C40’s Business and Innovation team
• Other activities to be defined in support of the Business & Innovation team’s objectives

**Person Specification:**

• Extensive knowledge and experience of programmes and policies to support the green economy, including an understanding of both the challenges cities face in developing thriving green economies as well as the associated opportunities and benefits
• Knowledge of foreign aid development programmes and policy – especially Danish – and experience with working in the Global South Context and / or with initiatives to foster green, economic development in the global south e.g. through initiatives such as Partnering for Green Growth and Global Goals
• Experience of convening effective collaborative groups of stakeholders, including designing and delivering regional or global events on subjects related to the green economy
• Experience of working with city administrations, private sector organisations and the non-governmental sector
• Experience in designing and delivering funded programmes. A track record of securing programme funding would be highly desirable.
• Ability to develop new programmes based on the needs of cities in developing thriving green economies
• Excellent relationship management skills
• Excellent project management skills
• Excellent presentation skills
• Excellent workshop facilitation skills

**Other Requirements:**

Applicants must already have the right to work in the UK.
Some travel may 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 **November 20, 2018**.

To learn more about the work of C40 and our cities, please visit [www.c40.org](http://www.c40.org), follow us on Twitter @c40cities and like us on Facebook at [http://www.facebook.com/C40Cities](http://www.facebook.com/C40Cities).

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