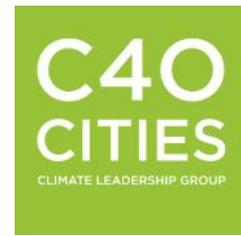


Job Description



Position Title: Programme Officer, Clean Construction
Department: Global Initiatives
Reporting To: Programme Manager, Clean Construction
Location: London or New York
Salary: £34,136/ \$49,973 per annum
Term: Fixed Term Contract– 12 months

Background

The C40 Cities Climate Leadership Group, now in its 14th year, connects 94 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 700 million urban citizens and their economies account for 25% of the global GDP. C40's '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 team of 180+ staff is headquartered in New York, with offices in London, Rio de Janeiro, Copenhagen, Beijing and Paris and individual staff based across 25+ different locations. C40 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 C40 Board of Directors, which is responsible for operational oversight. A seven-person management team, led by Executive Director, Mark Watts, leads the day-to-day management of C40. C40's three core strategic funders are Bloomberg Philanthropies, the Children's Investment Fund Foundation (CIFF) and Realdania.

C40 Global Initiatives and Networks

Working across multiple sectors and issues, C40 convenes networks that provide a range of services in support of cities' climate change efforts. C40 has 16 networks covering the mitigation, adaptation and sustainability topics of highest priority to C40 cities and with the potential for the greatest climate impact. C40 is also positioning cities as a leading force for climate action around the world, defining and amplifying their call to national governments for greater support and autonomy in creating a sustainable future.

C40 networks help cities replicate, improve and accelerate climate action. These city-only working groups provide for honest knowledge exchange, enabling cities to tap into the global expertise of their peers as well as connect with technical partners. Through networks, cities find opportunities to undertake joint projects in areas of mutual interest and benefit. C40 networks also amplify individual city solutions by providing a global platform for showcasing city successes. The result is that cities' climate actions to reduce GHGs and climate risks are bolder, more impactful, implemented faster, at a lower cost and with less resources than if they were to go it alone. No other organisation facilitates such deep connections amongst city staff across 50+ countries, 20 time zones and 26 languages to accelerate local action with major global impact.

Clean Construction Programme

C40 is establishing a Clean Construction Programme to address the emissions from this important sector, which contributes 23% of the total CO₂ emissions produced by global economic activities.¹ Recent C40 research shows that construction materials and supply chains used in buildings and infrastructure in cities is also the single largest source of consumption-based emissions (i.e. embodied carbon).² The construction and design of new buildings, as well as transport and other infrastructure, has a huge effect on both embodied and in-use carbon. Construction sites themselves are a source of air pollutants and CO₂ emissions from machinery and equipment. There is significant opportunity for cities to influence these emissions through strategies including public procurement, planning and building controls.

Position Description

The Programme Officer will support the programme manager to establish and then develop this exciting and high-profile new area. This includes: establishing evidence and accelerating the impact of city leadership on clean construction; engaging industry leaders; and helping shift the market for low/zero emission construction equipment and materials. The longer-term aim is to develop detailed roadmaps in leading cities for integration in Climate Action Plans that can serve as models for others to learn from. C40 will then look to share and scale the lessons learned within C40 cities and beyond.

The successful candidate will be a quick learner who thrives in dynamic environments, able to manage multiple tasks and deliver on time. They will be working across C40 on this multidisciplinary subject, collaborating with colleagues from Energy and Buildings, Air Quality, Transportation and Urban Planning, Waste, Measurement & Planning, Adaptation, Consumption, Research, and Business and Innovation teams. There will be significant development opportunities, as this new programme is open to be shaped by the programme manager and programme officer.

Responsibilities:

- Support Programme Manager with logistics and coordination for programme activities and events, including webinars, the Mayoral launch event for the Clean Construction Forum, the city workshop, and events with industry. The programme officer will lead on specific elements.
- Support the Programme Manager to conduct a mapping exercise to establish efforts of leading cities to address clean construction to date, reviewing current and forthcoming research, documenting the environmental and business case for action, and identifying where further research is needed. The programme officer will lead on specific elements.
- Support Programme Manager in recruiting cities for a declaration on clean construction.
- Manage day to day communication and information requests from cities.
- Support the Programme Manager and Programme Director in producing fundraising materials to secure long-term funding for the programme.
- Collaborate with colleagues in the Global Initiatives team and across C40 to effectively support cities in achieving their clean construction goals.
- Other duties as assigned.

Person Specification:

- Bachelor's degree in a relevant subject.
- Knowledge of an aspect of clean construction, at the municipal and international level.
- Strong problem-solving, interpersonal and strategic thinking capabilities coupled with an outcome, delivery-oriented approach required.
- Expertise and interest in facilitation of in-person workshops as well as virtual meetings or webinars.
- Experience in compiling resources for cities.
- International experience, particularly working across different cultures, languages and time zones.
- Strong written and verbal communication skills.
- Fluency in English is required; preference given to those that speak additional languages.

¹ Huang, L., et al., 2018. Carbon emission of global construction sector. *Renewable and Sustainable Energy Reviews*, 81(2), 1906-1916.

² <https://www.c40.org/researches/consumption-based-emissions>

Other Requirements:

Applicants must already have the right to work in the United Kingdom or the United States. 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 **Sunday, 31 March 2019**.

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.

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