

Global Climate Justice Programme Manager

Duty station: Bangkok/Thailand, Amman/Jordan, or Nairobi/Kenya

About ACT Alliance

ACT Alliance is a coalition of more than 135 churches and affiliated organizations working together to create positive and sustainable change in the lives of poor and marginalized people regardless of their religion, politics, gender, sexual orientation, race or nationality. ACT Alliance is supported by 30,000 staff from member organizations and mobilizes about USD 3 billion for its work each year in three targeted areas: humanitarian assistance, sustainable development and advocacy action. The global ACT Alliance secretariat is based in Geneva Switzerland, Amman Jordan, Bangkok Thailand, Brussels Belgium, San Salvador El Salvador, Nairobi Kenya, New York US and Toronto Canada. The Secretariat supports the work of ACT forums and members by fulfilling key functions of connecting, facilitating, promoting and leveraging the work of members and ACT national and regional forums. For more details about the general work of ACT, please refer to <http://www.actalliance.org/>.

Background

The Programme Manager leads the development of the ACT Alliance programme on climate justice. He/she works on the design and support of a coherent and systematic approach to issues of climate justice in ACT's programmes; acts as a programme policy advisor in planning, implementation, and monitoring of programme activities; and is responsible for the coordination of the implementation of the ACT Alliance's Global Climate Project 2020-2021, "Faith actors enhancing inclusive, ambitious and sustainable climate policy and action in accordance with the Paris Agreements and the Sustainable Development Goals". The position will report to the Director of Programmes. The Programme Manager will consult with and advise the ACT Regional Representatives on implementing activities at national and regional levels, and coordinate with the ACT Climate Justice Reference Group and the membership. This recruitment is a replacement for an existing position in an established programme and will be based in one of the ACT offices in Bangkok/Thailand, Amman/Jordan, or Nairobi/Kenya.

Duties and responsibilities

- Leads the development of the ACT Alliance programme on climate justice.
- Coordinates the implementation of the ACT Global Strategy's thematic and programmatic priority on climate justice.
- Supports the advocacy and engagement of ACT Alliance in the context of UN processes, such as the UNFCCC, and others as appropriate.
- Facilitates, supports and advises the Climate Justice Reference Group, ACT forums and members, in their programme or advocacy work related to climate change.

Technical guidance, advice, and substantive leadership

- Lead and coordinate the implementation of the ACT Global Strategy's thematic and programmatic priority on climate justice.
- Lead and/or undertake research, analysis and evaluation of climate change intersections with social, economic and humanitarian issues, and advise senior management, programme staff and partners on

the design and development of adequate interventions, in cooperation with the Climate Justice Reference Group.

- Assess programme impact and oversee the appropriateness and accuracy of methods used to verify progress and results. Develop innovative approaches to enhance performance.
- Contribute to the preparation and finalisation of ACT annual reports on the implementation of the ACT Global Strategy's thematic and programmatic priority on climate justice.
- Coordinate ACT Alliance's climate change policy and advocacy work, campaigning, including policy briefs, position papers, information sharing, capacity building of members and forums, engaging with relevant international processes under the UNFCCC, consultation with other secretariat staff, the Climate Justice Reference Group, members and external agencies, and ensuring links between ACT climate change policy and advocacy with other relevant work streams, particularly SDGs and DRR.

Project management

- Overseeing and implementing the "Faith actors enhancing inclusive, ambitious and sustainable climate policy and action in accordance with the Paris Agreements and the Sustainable Development Goals" project, including its activities and related internal and external communications (and including joint oversight of the Climate Project Communications Coordinator together with the Director of Communications), monitoring and reporting, as well as budget management of project finances.
- Establish the workplan, activities, targets, budget, standards for measuring progress and results, and determine the processes, tools and methodologies to be used to ensure effective and efficient project implementation and operations and achievement of results.
- Monitor, manage and provide oversight to the different steps and stages of project implementation and timely actions to ensure results are achieved.
- Plan and oversee the implementation of required project evaluation to address any design or implementation issues.
- Authorize and/or approve the appropriate use of human, financial, asset and other organizational resources related to the project implementation.
- Facilitate the preparation for meetings and other designated forums and follow up on all decisions taken to ensure implementation and/or timely action.
- Regularly monitor the ACT programmes' and projects' workplans, and report on climate-related issues.

Knowledge and capacity building

- Support the various structures at global, regional and national levels, and work intensively with ACT Alliance members and partners at regional and national level to help build ACT member and group capacities, and to facilitate increased collaboration and joint initiatives.
- Develop and widely disseminate knowledge products to strengthen secretariat and forum capacity on issues of climate justice, and to establish conceptual clarity on climate justice, climate mainstreaming and research on emerging climate issues.
- Contribute to the climate justice module of the ACT Advocacy Academy.
- Introduce innovation and best practices, access to knowledge and expertise, and promote its application and mainstreaming across ACT forums.
- Identify areas for support and interventions within the thematic/sectoral areas assigned.
- Document lessons learned from past climate justice projects to accelerate the achievement of climate justice results at the regional level.

Strategic partnerships and resource mobilization

- Ensure that all the relevant colleagues, ACT members and partners receive timely and appropriate support and information.
- Coordinate the global Climate Justice Reference Group, ensuring its collaboration with other structures of the Alliance and partners in the climate programme. This also involves support for national and regional level climate change advocacy of ACT forums.
- Build new partnerships with stakeholders identified by ACT Alliance secretariat.
- Develop and strengthen partnerships with UN agencies, government institutions, bilateral and multilateral donors, the private sector, civil society and faith-based organisations in the specific thematic areas based on the strategic aims of ACT.
- Research and analyse information on donors, prepare substantive briefs on possible areas of cooperation, identify opportunities for initiation of new projects and actively contribute to overall resource mobilization.
- Maintain dialogue with partners and stakeholders to advocate, promote and advance climate justice issues, priorities, interests and competencies.
- Coordinate and collaborate with ACT members, partners and stakeholders to link and harmonize approaches and to promote common interests and achievement of results.
- Represent ACT secretariat in national, regional and global fora to promote, advocate and speak for the organization on strategic and common issues.

Competences and behaviours

- Is committed to the values of the ACT Alliance and takes pride in delivering on agreed priorities according to the highest standards individually and as part of a global team.
- Proactively finds innovative and creative solutions, is efficient and reliable, adapts to change and uncertainty, is decisive and acts with integrity.
- Builds effective internal and external relationships, involves others when solving problems and treats others with consideration and respect in an alliance where faith is a key ingredient of people's lives.
- Passion for building and developing core skills for the role and contributes knowledge outside of immediate own role.
- Effectively motivates, influences and develops others, drives high performance, inspires people to follow and acts as a role model.

Working relationships

- The candidate will be required to nurture and maintain relevant existing relationships, establish and cultivate several new ones with ACT secretariat staff in all six offices, as well as with members and partners across the world.
- Internally, the Programme Manager will report to the Director of Programmes, and collaborate closely with the advocacy, programmes and communications teams as well as the regional representatives.
- Externally, the Programme Manager will liaise and build relationships with ecumenical and other faith actors and partners.

Skills and experiences

- At least 5 years' experience in a project coordination, advocacy and/or campaigns role, including international experience in a network setting.

- Good understanding of global civil society working environment and multilateral processes within the UN with a particular focus on UNFCCC and the UN sustainable development and disaster risk reduction agenda.
- Profound knowledge about climate mitigation, adaptation and loss and damage.
- Experience in engaging with governments and facilitating multi-stakeholder communications and dialogues.
- Experience working with the faith sector is desirable.
- Advanced degree in climate change and environment studies, development studies, international relations, or any other relevant discipline.
- Demonstrated ability to work in multi-cultural situations and/or multi-locational settings using a flexible, collaborative approach.
- Demonstrated competency to build and maintain trust among diverse groups towards consistent collaborative work.
- Highly organised, with strong project management skills.
- Demonstrated experience in developing and undertaking capacity building initiatives.
- Ability to manage one's own work and time within the context of multiple responsibilities and projects, and a demonstrated capacity to work under pressure to deadlines.
- Excellent English written and verbal communication skills. Good knowledge of Spanish, French an asset.