

PPCA Secretariat Recruitment

Two Roles: Programme Manager & Communications Manager

Job location: Flexible, London preferred.

Salary: Competitive, depending on experience.

Contract: Initial one-year contract, with intention of renewal.

Closing date for applications: Wednesday 31 July 2019.

The Powering Past Coal Alliance (PPCA) is a global alliance of national and sub-national governments, businesses and organisations working to advance the transition away from unabated coal power generation.

Together, we recognise that shifting away from coal power generation is essential for clean air; healthy communities; sustainable economic growth; and a safe climate. A timely transition is necessary to meet the international climate change commitment to keep global temperature increases well below 2°C and pursue efforts to limit it to 1.5°C.

Following its launch in November 2017, the PPCA has now grown to 83 members and sees increasing demands on it to support knowledge exchange and international cooperation on the transition from coal to clean energy. PPCA co-chairs Canada and the United Kingdom have therefore jointly provided financial contributions to enable the creation of a dedicated secretariat unit that will provide additional capacity to support the Alliance and its members.

The PPCA is now looking to recruit two new positions which will form the core of the secretariat team. The role holders will be 100% dedicated to PPCA secretariat activities:

////// The **Programme Manager** will lead the efficient and effective administration and management of the Alliance and its activities.

////// The **Communications Manager** will lead the internal and external communication activities of the Alliance.



The PPCA secretariat team will operate as a dedicated unit hosted by UK thinktank E3G. The Pembina Institute and E3G will provide expert analysis and advice in support of the secretariat team, co-chairs, and Alliance members.

The PPCA is seeking to recruit a strong combination of experienced staff members who will jointly provide an effective secretariat team. We would expect that applicants would typically have at least five years of professional experience in their respective areas of focus.

The following job descriptions set out an envisaged division of tasks between the two positions, however there is flexibility as to how these will be ultimately confirmed. Similarly, the roles are currently outlined as equivalent in terms of seniority and level of responsibilities. This is also open to review, depending on the skills and experience of the successful candidates.

The preferred location for both staff members would be London, however there is flexibility for the successful candidates to be based elsewhere if appropriate. This would include the locations of E3G and Pembina Institute offices and / or remote working. Given the international nature of the activities of the Alliance there is an expectation that role holders will be able to undertake travel when required.

How to apply

Interested applicants should submit a one page cover letter and maximum two page CV. Candidates should include details of their availability for starting the role, an indication of expected salary levels, and contact details of at least two nominated referees.

Documents should be submitted by email to secretariat@poweringpastcoal.org by close of Wednesday 31 July 2019. Please title the Subject of your email: Application – Job Title – Surname.

Interviews will take place in early August in London or via video call.

Programme Manager

The Programme Manager will lead the delivery of PPCA secretariat tasks to ensure the efficient and effective administration and management of the Alliance and its activities.

Role and Responsibilities:

1. Support co-chairs and steering committee of the PPCA

- ///// Manage secretariat workplan and calendar.
- ///// Maintain and manage core documents and shared working space.
- ///// Organise and facilitate working meetings of the core team of secretariat and steering committee.
- ///// Coordinate regular calls and take minutes.
- ///// Produce and circulate briefing materials.

2. Administration and management (including events)

- ///// Manage and monitor the secretariat inbox.
- ///// Prepare documents for events / meetings e.g. agendas, participant lists, logistics information, reports etc.
- ///// Organise PPCA presence at key external events (e.g. UN Summits, Ministerial meetings, civil society conferences), working closely with steering committee officials on matters of diplomatic protocol and ministerial presence.
- ///// Organise private PPCA activities e.g. (bi)annual PPCA member meetings and regular Task Force meetings.
- ///// Manage contractual agreements with suppliers.
- ///// Deliver ongoing monitoring and quarterly reporting of secretariat activities and financial management.

3. External Partnerships and Relations with Members

- ///// Schedule, organise, and facilitate regular member calls / webinars.
- ///// Assist steering committee with bilateral relations with members.
- ///// Liaise with steering committee on new membership applications.
- ///// Manage relations with Partner organisations and coordinate their contributions to PPCA activities.
- ///// Maintain effective contacts management of PPCA members and partners.

Skills and Experience:

The ideal candidate will have the ability to:

- ///// Use strong organisation and planning skills to deliver an efficient and reliable secretariat that can operate with a diverse range of stakeholders.
- ///// Engage, develop and sustain strong relationships with a range of networks, institutions, and key individuals across governments, business, and civil society.
- ///// Carry out multiple administrative tasks with strong attention to detail and efficiency, using standard software packages at an advanced level.
- ///// Communicate effectively with political and diplomatic tact.

Essential Experience

- ///// Proven background in international climate and / or energy.
- ///// Excellent administrative and project management skills, including event planning and delivery.
- ///// Excellent written and spoken English.

Desirable Experience

- ///// Familiarity with the coal power generation sector.
- ///// Previous experience in secretariat and / or government roles, including diplomatic protocol.
- ///// Additional languages welcome, particularly French.

Communications Manager

The Communications Manager will lead the delivery of PPCA communication outputs (to members and external stakeholders) to ensure impactful representation and influence of the Alliance and its activities.

Role and Responsibilities:

1. Communications planning and delivery

- ///// Build and manage a comms calendar as an integral element of PPCA forward planning of activities.
- ///// Liaison with government teams on drafting and editing press releases, formal statements, and reporting.
- ///// Point of contact for media relationships / requests and Comms inbox.
- ///// Proactive briefing of journalists and commentators.
- ///// Management of, and close cooperation with, external comms agency.

2. Communications products, Website, Social Media

- ///// Develop, test, refine, and share advice on messaging for PPCA communications outputs.
- ///// Lead the commissioning, development, drafting, editing, approval, and publication of PPCA content, including:
 - o website content – member and partner profiles; insights series; videos; event reports; and news articles;
 - o newsletters for members and external stakeholders;
 - o annual report;
 - o promotional materials.
- ///// Manage social media accounts including Twitter and YouTube.
- ///// Manage sub-contracted Website Developer to ensure effective provision of technical support plus further delivery of website design, functionality and updates.
- ///// Provide ongoing monitoring of media coverage and social media interactions.

3. External Partnerships and Relations with Members

- ///// Provide editorial support to the development of briefing materials for use by PPCA members.

- ///// Manage relations with Partner organisations and coordinate their contributions to PPCA communications outputs.
- ///// Schedule, organise, and facilitate regular member calls / webinars.
- ///// Assist steering committee with bilateral relations with members.
- ///// Maintain effective contacts management of PPCA members and partners.

Skills and Experience:

The ideal candidate will have the ability to:

- ///// Successfully draft, edit, and deliver accurate, high quality content and products as well as providing excellent editorial oversight of all communication outputs, including under tight timelines for high profile political and diplomatic moments.
- ///// Forward plan and implement effective communication strategies to maximise the impact of key events and moments.
- ///// Engage, develop and sustain strong relationships with a range of media networks and other external stakeholders.

Essential Experience

- ///// Experience in the international climate and / or energy sector.
- ///// Proven ability to engage with media at national and international levels and relevant thematic sectors.
- ///// Advanced communication skills, both written and verbal, including excellent written English and editorial experience.
- ///// Experience managing multiple digital channels and social media, including familiarity with website publishing.

Desirable Experience

- ///// Familiarity with the coal power generation sector.
- ///// Previous experience in government communications.
- ///// Experience managing external communications agency contracts.
- ///// Additional languages welcome, particularly French.