

Climate Policy Advisor

Fixed term (maternity cover) up to one year

About The Elders

The Elders was founded by Nelson Mandela in 2007 as an independent group of global leaders working for peace, justice, human rights and a sustainable planet. There are 11 active Elders from Africa, Asia, Europe, Latin America and the Middle East. The group has been chaired since 2018 by Mary Robinson, former President of Ireland and United Nations High Commissioner for Human Rights. Previous chairs were Desmond Tutu and Kofi Annan.

The Elders operate through private diplomacy and public advocacy; they use their experience, influence and access to heads of state and government to engage politically, and their connections to civil society to stand in solidarity with the most vulnerable people and communities.

The Elders launched a new strategy for 2023-27 in January. The strategy focuses our work on existential threats to humanity that require a collective response - the climate crisis, pandemics, and nuclear weapons. We also work on conflict, a threat in itself and a risk factor for other threats. Drawing on our values and our mandate from Nelson Mandela, we incorporate four cross-cutting commitments across these four programme areas - multilateralism, human rights, gender equality and women in leadership, and intergenerational dialogue.

Supporting the Elders' work is a Secretariat of around 20 staff. The team is based in London, although is now diversifying to gradually hire staff in other countries, to better reflect the Elders' global membership and mandate. The work calls for a combination of initiative and humility, the ability to accept and implement Elders' decisions to high standards, and significant flexibility and teamwork. We have specialists in all our programme areas, alongside communications professionals and those who operationalise our work and the Foundation as a whole.

More information about The Elders, our strategy and work can be found at www.theelders.org

Role Overview

The post holder will lead the development, implementation, monitoring, impact and evaluation of the Climate Programme, and will be required to present progress updates to Elders in their bi-annual board meeting. The role works closely with external networks to ensure the Elders are coordinated with the wider climate movement. It also works with other programme team members to ensure effective implementation of the Elders strategy in its entirety, and integration of cross cutting commitments into the Climate Programme.

The post holder will work closely with colleagues in the operations team to organise visits for Elders, and with colleagues in the communications team to produce public advocacy outputs. This

post holder will provide strategic direction and agree activities of the 0.5 FTE dedicated climate communications role to ensure alignment with operational planning priorities. It reports to the Director of Programmes.

Main Duties and Responsibilities:

Development of initiatives

- Building on research and networking, develop proposals for the Elders' consideration for initiatives to support achievement of long-term and intermediate outcomes in the Climate Programme.
- Lead implementation of agreed initiatives through private diplomacy, for example, arranging meetings and country visits and accompanying Elders on visits and to events, briefing Elders orally and in writing, preparing detailed reports of visits, drafting letters for the Elders and the CEO, consulting and coordinating with key partners
- Work with communications colleagues to identify appropriate public diplomacy initiatives to achieve programme outcomes, assisting with preparation of communications materials, such as drafting talking points for media, statements, op-eds and tweets.
- Collaborate with colleagues leading other programmes (pandemics, nuclear and conflict) to identify synergies between programmes, and identify opportunities for joint initiatives.
- Work with cross cutting leads to ensure these commitments (multilateralism, gender equality and women in leadership, human rights and intergenerational approaches) are effectively integrated into the Climate Programme and deliver on Elder's priorities.

Policy analysis, reporting and impact monitoring

- Prepare written briefings and speaking notes for Elders, liaising with a network of external experts to ensure these are well informed.
- Lead the development of a policy position paper to support The Elders strategy on climate through undertaking policy analysis, research and expert consultations.
- Track and monitor progress towards long term outcomes and programme impact within the Climate Programme, providing written contributions to the Secretariats regular impact reporting cycle.
- Regularly review the programme theory of change, and supporting political economy analysis to ensure the programme remains aligned to deliver on long term outcomes.
- Work with colleagues in the communications team to identify examples of programme impact for inclusion in the annual report.
- Prepare and present board papers with progress updates and recommendations, for The Elders bi-annual board meetings.

Relationship building and representation

- Actively cooperate with strategic partner networks to increase reach, impact and achievement of programme outcomes.
- Building on your existing network of contacts lead the strategic expansion of The Elder's external relationships on climate with the global policy community, international organisations, governments, civil society organisations, policy experts and influencers, to maximise support and potential for Elders to have influence.

Other Responsibilities

- Manage specialist consultants providing advice to The Elders.
- Prepare internal briefings for SMT members and colleagues, such as notes of meetings and updates on key developments.
- Undertake other duties as required by the organisation.

Person Specification

- A post-graduate or Masters degree in a relevant field, with 10-15 years' experience relevant to The Elders' climate work (e.g. diplomacy, civil society advocacy etc)
- An extensive network of senior policy and political contacts in the climate and nature space, including in the area of multilateral negotiations.
- A track record of developing strategies, leading implementation of programme plans and activities, and achieving results.
- Experience of serving high-profile individuals, and collaborating with a range of organisations, to develop and influence policy.
- Strong diplomatic skills and keen international political acumen, experience of analysing complex global political situations, and the ability to operate with diplomatic finesse and agility across different cultural environments and world views.
- Analytical, research and communication strengths, with the ability to understand, interpret and present complex and sensitive information from a variety of sources to high-level and public audiences.
- A strong personal commitment to the mission and values of The Elders.
- A flexible style and willingness to work in a small, collaborative team.

Working at The Elders

We operate a hybrid working policy, with a high degree of flexibility for staff. We ask staff to attend the office based on need, not a quota of days. We believe there are certain activities that are best conducted in person and also hold monthly "in days" when the whole team comes together. Additionally, some roles involve international travel, the timing of which is usually decided by Elders' commitments. Aside from these obligations, staff are free to choose the balance between working remotely and working in the office that suits them best. We are based close to Green Park station in London, in a newly refurbished office.

In addition to a competitive salary we offer the following benefits:

- Private pension scheme with 10% employer contributions
- Optional private medical and dental insurance
- Group life assurance equivalent to 5 x annual salary
- 25 days of paid annual leave (with 3 of these days on stipulated dates between the Christmas/New Year holidays) plus all UK bank holidays and public holidays
- Enhanced parental leave
- Working from home allowance

The Application Process

The Elders is committed to creating an inclusive working environment that values diversity and equal opportunities. We welcome and encourage applicants of any ethnicity, religion, age, gender or gender identity, sexual orientation or disability. Given the Elders' global outlook, we particularly welcome applicants originally from countries in the Global South. As we are not able to sponsor visas, all applicants must have the right to work in the country where the role they are applying for is based. We will assess purely on your abilities and fit for a role. We are happy to discuss any

adjustments you need to ensure a fair recruitment process and to enable you to be successful in your role if selected.

To make an application please send your CV and 150 words on why you believe you are suited to the role to jobs@theelders.org Applications close on Sunday 19th March 2023.