

# Forum for the Future: Associate Director, Climate Change

**Associate Director, Climate Change**  
[Forumforthefuture.org](https://forumforthefuture.org)



# Forum for the Future | Job description

Current job holder	VACANT
Job title	Associate Director, Climate Change
Name of organisation	Forum for the Future (registered charity no 1040519)
Location	Birla Aurora, 9th Floor, Dr. Annie Besant Road, Worli, Mumbai 400 030
Responsible to	Global Director, System Change Programmes
Responsible for	tbc
Salary range	Total package range of INR 35,00,000 – 40,00,000 per year depending on experience
Working hours	37.5 per week (pro rata) excluding lunch breaks. The pattern of hours may vary according to operational.
Contract	This is a permanent contract. The notice period is three months in writing on each side. There is a probationary period of six months.
Holiday	Annual Leaves of 18 days per year plus Casual Leaves of 8 days per year and company declared public holidays (including state and national mandated holidays)
Equal opportunities	The Forum strives to be an equal opportunities employer and commitment to this process will be expected
Date written	November 2020

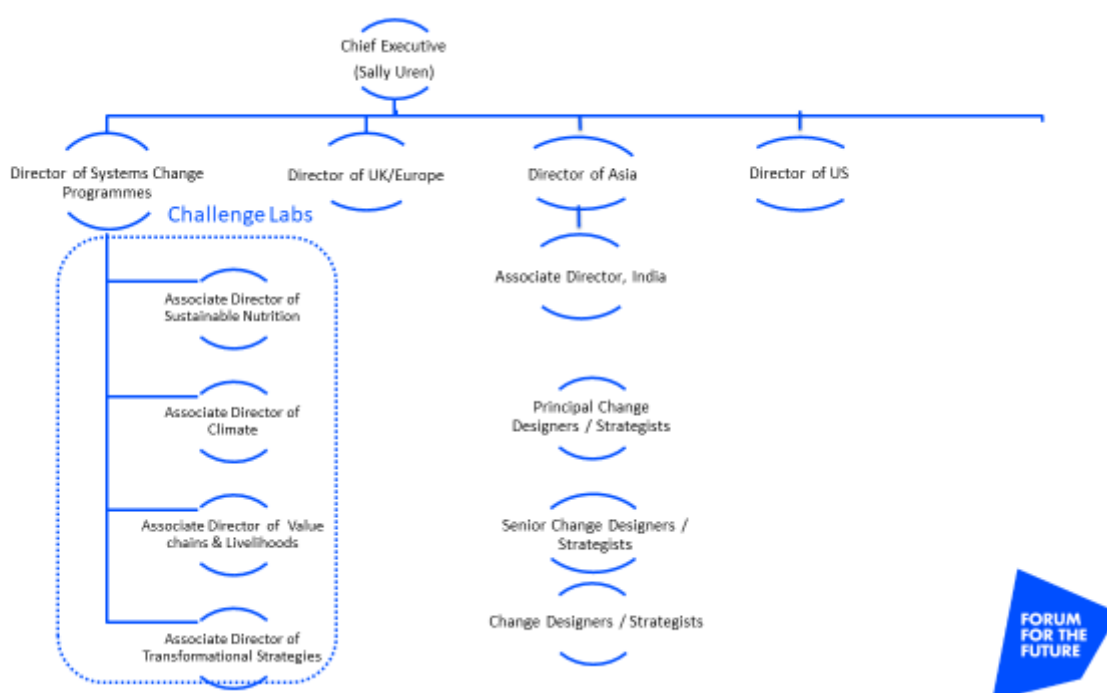
Forum for the Future has a no smoking policy.

Full details of Conditions of Employment are set out in the Forum Employment Contract, the main features of which are standard to all staff.

**Background:** This Associate Director (AD) role is our Climate Lead. The role will lead our work on climate change globally, working with teams in Mumbai, Singapore, London and New York, with programmes covering our three geographic regions - Asia, Europe and the Americas. The post holder will be responsible for developing overall impactful strategy commensurate with the 1.5 degree challenge, and lead the development of our next 3 – year strategy during 2021, to run from 2022. The aim is to further extend our work to deliver a just and regenerative future, building new programmatic areas within the climate portfolio, of circa £0.5-£1 million per programme area (p.a.) with a total portfolio of c. £1-1.5mn p.a.

**Purpose:** To drive Forum's strategy on the climate emergency, the development and implementation of impactful Forum programmes that deliver systemic change to keep global warming within 1.5 degrees.

## Organogram:



## Key responsibilities:

### Leadership

- Lead Forum strategy and action on the climate emergency, and lead the 1.5 degree Challenge Lab
- Develop, shape and focus Forum's overall climate portfolio
- Establish and adapt priorities for what we do and do not do within the portfolio, based on a strong theory of change and in response to clear criteria related to context, needs and effective deployment of Forum's UVP, to ensure focus is where most impact can be made
- Build a coherent portfolio of work and capacities, in coordination with leads of geographic offices and other workstreams

- Act as technical lead, advisor and catalyst for staff across the organisation (and across all three geographies) on climate work
- Lead Forum's external engagement and collaboration approach on climate, including thought leadership, partnership building and income generation (see below)
- Work with other Lab leads to develop impactful strategies where programmes cut across challenge areas, and integrate climate considerations effectively across Forum's work

#### **New project development and income generation**

- Collaborate with colleagues to develop and design new projects, ensuring strong and consistent theories of change for impact on systems. Project design should be consistent with our strengths and opportunities in each geography, and as an international organisation
- Lead development of effective funding proposals and bids and support colleagues to strengthen and deliver successful bids in this area of work
- Secure growth in funding for climate-related projects across all geographical offices related to the Challenge Lab
- Cultivate relationships with funders and support each geographic office to develop priority stakeholder relationships. These may include corporate, government and philanthropic funders
- Secure and deliver personal target for paid delivery time on projects (c.45% of time once operating at full capacity)

#### **Quality programme delivery**

- Direct and oversee high quality projects and programmes, and support others to do the same. A diversity of projects is likely, from coaching a single organisation to running multi-stakeholder collaborations
- Build insight on impact and effectiveness across projects in the climate portfolio, ensuring Forum is constantly improving design and delivery for greater systemic impact
- Build capacity of staff to work on climate issues and projects (through project teams, community of practice and matrix structure, but not through direct line management), including the identification, appointment and management of affiliates with content expertise, as appropriate
- Enable and ensure that team members make optimum use of Forum's capabilities in futures thinking and systems thinking within the climate programmes in order to maximise impact and contribution to changing how systems work

#### **External engagement**

- Build key relationships with global partners and funders in climate action to ensure effective sharing of learning, complementary use of skills and assets, and development of Forum's contribution in the wider space. These would include international UN/governmental organisations, policy makers, major companies, pioneering innovators, trade bodies, civil society, foundations, policy-influencers etc across our geographic areas
- Use the power of effective communications to influence the mind-sets, actions and policies of key international stakeholders, including non-expert audiences, for instance through writing, public presentations, external events, media and thought leadership

#### **Internal engagement**

- Participate in the global Leadership Team of Directors and Associate Directors
- Develop climate leadership, strategy and priorities in ways that build the matrix structure of Forum, exercising leadership collaboratively with all three Geographic offices of Forum
- Build and leverage impact from synergies between climate work and work in other challenge labs and workstreams of Forum
- Engage and support staff across geographies and teams in strengthening our learning and work related to climate, keep colleagues informed of external shifts
- Demonstrate behaviours that embody Forum values and effectively deliver and improve internal processes

*Please note that this list is indicative of the key responsibilities of this role but is by no means exhaustive. This job description does not form part of the contract of employment.*

### Accountable for:

- The overall strategy and programming priorities in Forum's work on climate change, including what we do and do not do
- Consensus and shared understanding within Forum on strategy and theory of change
- The internal/external profile of our work on climate change: our work on climate being known for impact, quality and innovation, and sought out by partners and funders
- Ensuring, measuring and tracking the impact of our work, including ensuring outcomes highlighted in theories of change are delivered
- The satisfaction and ongoing support of partners and allies related to climate work
- Climate projects being designed to be on time and on budget and delivered to internal standards
- Ensuring the learning, knowledge and impact from our projects informs the design of our further initiatives, and is available for others to use and share further
- Income generation on climate-related projects and contracts to build a substantial climate portfolio (shared accountability with Geographic teams)
- Securing and delivering 45% of time on funded delivery work

### Capabilities required:

**Capabilities required: (E = Essential, D = Desirable)**

#### Content expertise

- High level of expertise in the deep-rooted drivers of and solutions to climate change - including systemic approaches (E)
- Deep knowledge of net zero strategies and their application in different sectors and contexts (E)

- Good understanding of climate issues, implications and actions across at least 2 of the following and an ability to apply knowledge to the others: renewable energy, sustainable and regenerative agriculture, circular economy, sustainable apparel and textiles, innovative business models, climate justice, climate finance, and just transitions (E)
- Knowledge of business actions on climate change, strengths, weaknesses and trends and experience of engaging with business leaders on climate action (E)
- Understanding of how climate strategies interact with wider sustainability issues and social justice issues (D)

#### **Strategic, leadership and collaborative skills**

- Demonstrated ability to lead the shaping of strategy, agreement of priorities, the follow through into implementation and the understanding of impact (E)
- Ability to lead by building consensus, holding tensions appropriately where they arise and working effectively across cultures and offices (E)
- The ability to work effectively in highly distributed and networked international teams, using digital platforms to coordinate working across geographies and time zones (E)
- An effective relationship builder, influencer and networker, including across time zones over Zoom or similar technology (E)
- Ability to work across time zones with Europe and US-based colleagues (E)

#### **Design and delivery of impactful programmes and system change**

- Familiarity with a range of change techniques, frameworks and methodologies (e.g. developing theories of change, systems thinking and systemic approaches, or futures skills) and experience of bringing about change across a system (E)
- Understanding of key change leverage points and how to use them in the context of system change projects to address climate change (E)
- Experience in managing collaborative, multi-stakeholder change projects and ability to act as strong facilitator/leader of collaborative change (E)
- Excellent workshop design and facilitation skills (E)
- Good knowledge of how to manage projects effectively and ability to provide strategic oversight, support and course correction to project teams (E)
- Ability to design projects and theories of change with a focus on impact, to track impact, and adjust plans for impact delivery (D)
- Ability to coach and support others to develop and incorporate climate expertise into wide ranging programming (D)
- Ability to integrate other types of expertise, held by colleagues, into approaches to climate action, including expertise in social justice, specific sectors (e.g. food), and how change happens (E)

#### **Business development and communications**

- Strong business development skills – able to create and spot new opportunities, build strong relationships, sell project ideas, write proposals and tenders, pitch projects and negotiate funding (E)
- An effective communicator, writer, presenter and speaker able to engage effectively with different audiences and able to clearly communicate complex climate information to non-expert audiences in a way that compels action (E)
- A strong networker (E)
- Strong personal profile in the area (D)

#### **Financial and project management**

- Financially literate and able to build, manage and have oversight of budgets, and operate internal project management tools effectively (D)

#### **Personal qualities**

- A team player – able to work effectively across a matrixed structure and across geographies (E)
- Proactive – able to work independently (E)
- A commitment to Forum's purpose, culture and values (E)
- Resilience in the face of ambiguity, complexity and competing diverse pressures (E)
- Self-reflection, continual commitment to learning and development (D)
- Flexibility and willingness to work across time zones and to travel internationally, if required and when possible (E)
- Fluent and clear written and spoken English (E)
- Additional language capabilities (D)
- Competent with IT and regular business applications (E)