



We are hiring

Would you like to be part of our dynamic, global and growing team? South Pole is an energetic, global company offering comprehensive sustainability solutions and services. South Pole acts today 'for a better tomorrow'. With offices all around the globe, we accelerate the transition to a climate-smart society. Our vision is "Climate Action for All": We inspire and enable our customers to create value from sustainability-related activities.

To further promote environmentally and socially responsible practices, we are currently looking to recruit a highly motivated and dedicated

Junior Manager Climate Action Platform (100%) based in London, Zurich or Amsterdam

In this role you will be collaborating and supporting senior managers on managing Climate Action Platforms (including funds) in the areas of sustainable land-use, low-carbon energy, climate-smart cities and/or clean technology. You will manage low complexity mandates or act as an administrative manager for more complex mandates. In addition, you will support senior staff in managing systems and processes required for funding applications, monitoring and implementing funding mechanisms and other tasks as required.

Tasks and responsibilities

- Support senior managers in proposal/deliverable preparation and completion on the administrative and technical side while upholding the quality standards required by South Pole and the client
- Support senior staff in managing governing instruments to be implemented (e.g. oversight functions, roster of experts, funding windows, funding flows, portfolio selection framework/due diligence, portfolio pipeline management, financial management, procurement policies, safeguard policies, communications strategy)
- Assist in matters regarding establishing or maintaining a network/multi-stakeholder forums to present, coordinate, and communicate the work and objectives of a mandate
- Assist in several projects and/or preparation of proposals, including any necessary client relationships as guided by the senior managers at the same time
- Ensure assigned tasks are completed on time and within the time budget assigned
- When required, support business development through desk research and development of materials for sharing with possible clients and partners

Your profile

- University Degree in Sustainability, Climate Change, Law/Governance, Management, Finance or other related fields
- At least 6 months of work experience in fund or platform management, climate change or sustainability consulting, grant/investment management, knowledge management, stakeholder engagement or other related fields is a plus
- Ability to create high quality written documents (proposals, deliverables, reports) in English
- Ability to support designing, establishing and managing a platform/network/forum
- Have solid research and analytical skills
- Able to work independently while keeping an overview of ongoing tasks
- Some knowledge of potential clients, collaborators or other relevant stakeholders would be of advantage



We offer

- Work in a growing global profit for purpose company with a real commitment to sustainability and fighting climate change
- Excellent team spirit, work within a large and international team of sustainability passionate professionals
- The opportunity to work with professional experts all around the world

Please apply

If you are interested in joining a young and international team looking to make a difference to the world we would be happy to hear from you! Please send your cover letter and CV directly through our [website](#). If you have any questions regarding this vacancy, please contact us on jobs@southpole.com.