

Position details: Senior Programme Manager, Air Quality

How to apply	Send your CV (max 2 sides A4) with a covering letter (max 1 side A4) saying what you would bring to the role to jobs@globalactionplan.org.uk
Deadline:	9am, Monday 30 th September
Interviews:	w/c 7 th October
Start Date:	Please advise your earliest start date in cover letter.
Salary:	£39,000 - £49,000 pro rata - dependent on experience
Contract type:	Permanent
Annual holiday & benefits:	25 days and UK public holidays 2 duvet days 2 volunteering days
Hours:	Full time (35 hours/week) Core hours: Monday – Friday, 7 hours/day to include 10am - 4pm
Work location:	Flexible working based at 201 Borough High Street, London SE1 1JA

About you

Are you dynamic, collaborative and committed to improving the air we breathe? Do you inspire change and lead excellent programmes to achieve demonstrable results?

Would you like to be part of a high-performance team helping to lead the development and implementation of innovative, award-winning air pollution programmes? If so, Global Action Plan is looking for a Senior Programme Manager, Air Quality to help make a real change in the world.

About us

Global Action Plan is a charity that helps people live more sustainable lives by connecting what is good for us and good for the planet. We're interested in tackling the root cause of environmental breakdown and health inequalities, and making that change happen quickly.

We're the people behind Clean Air Day (the UK's biggest air pollution campaign), the co-creators of the Clean Air Hospital Framework, the founders of the Clean Van Commitment, the designers of the Clean Air Public Insights Tracker and the architects of the Clean Air Hub – just some of the projects that you could be leading. We work with a range of partners, including Defra, GSK, Great Ormond Street Hospital, Engie and Philips, to achieve our clean air ambitions to improve public understanding and behaviour on air pollution to help people protect their health and reduce the environmental impact of air pollution.

Beyond tackling air pollution, we're also working with young people on new ideas about wellbeing and consumerism; that what makes them happier will at the same time be better for the planet. And we bring progressive businesses and schoolchildren together to work on ground-breaking projects that develop leaders of future and have a benefit on our environment today.

Through our projects and collaborations, Global Action Plan enables people to see, believe and, crucially, act on the insight that what is good for us is good for the planet.

We are looking for a Senior Programme Manager, Air Quality who wants to change the world.

This is one of the most exciting roles in the field of air quality – a chance to lead award winning air pollution busting projects and utilise the power of a coalition of over 200 government, public sector, charity and business supporters to help protect people's health by improving the air we breathe. The Senior Programme Manager, Air Quality will play a pivotal role in supporting our dynamic and fast-growing charity to design and implement high-quality and impactful change programmes to tackle air pollution and climate change. We are looking for a passionate sustainability professional with extensive experience of leading excellent programmes that make a difference to the environment and people's health.

The successful candidate will be a highly motivated individual who can lead on the following three areas:

Programme design and management

- Deliver a range of air pollution programmes, both directly to the public and to organisations including schools, healthcare organisations and workplaces, to an excellent standard, on time and to budget.
- Design and develop programmes to drive continuous improvement, maximum impact and attract more funding.

Stakeholder management

- Establish and maintain great relationships with public, private and charity sector delivery partners to ensure programmes deliver maximum impact with high satisfaction of all partners involved.
- Influence organisations and individuals to take faster and deeper action to improve air quality.

Communications

- Develop methodologies and materials to engage target audiences and drive change.
- Develop and communicate insights from clean air programmes and the Clean Air Public Insights Tracker (GAP intellectual property) to help inform public debate and accelerate the transition to cleaner air.

Key skills and experience

Required:

The successful candidate will demonstrate:

- **Air pollution expertise**, with up-to-date knowledge about the health impacts and solutions to air pollution.
- **A commitment to change**, both to create change for what is good for us and the planet, and to see the beauty in change in a flexible working environment.
- **Results-oriented approach**, to maintain focus on achieving outcomes and with a drive to accelerate the transition to cleaner air.
- **Excellent programme management skills**, including financial planning, time management, collaborative working, risk management and an eye for detail to achieve impact, high standards and client satisfaction.
- **Proven programme design skills**, to be able to create, cost-up and develop ideas, proposals and detailed programme plans.
- **Strong team management skills**, to be able to work with others, get the best out of your colleagues and develop the potential of those you manage.
- **Great relationship management skills**, with an ability to build, grow and maintain rapport with clients, delivery partners and external stakeholders.
- **Influencing skills**, in order to negotiate effectively and get stakeholders to act on air pollution.
- **Excellent written and oral communication skills**, in order to clearly communicate messages through a range of medium (e.g. workshops, leaflets, social media, websites) to a range of audiences and influence individuals and organisations to act on air pollution.

Desirable:

In addition, the following experience and skills are applicable, although not all are essential for the role:

- **Behaviour change** - knowledge and practical application of different theories and models of change.
- **Business development skills**, to explore opportunities with existing clients and identify new ones.
- **Data analysis**, to be able to extract and communicate pertinent meaning and messages from sets of data.

You will report to Larissa Lockwood, Head of Health and Air Quality.

Is GAP the right fit for you?

We are looking for someone who will enjoy the fun and mission driven culture at GAP. We take great care to bring in people who reflect our values and who will thrive here.

Value	What this looks like	What we look for
We challenge the norm	Radical change is needed. We dare to think big and re-imagine how we live and work to bring about real shifts in behaviour and tackle systemic issues not symptoms.	Creativity and passion for tackling big hairy environmental and societal issues. Ability to think big.
We inspire change	We are stubborn optimists, we have no room for apathy, blame or negativity. We inspire, empower and motivate change.	People who look for personal agency in a situation. The ability to listen, empathise and meet people where they are and bring them with them.
We get stuff done	We work hard to have a real impact in everything we do. We aren't happy with talk, we want action, today.	Self-starters who are excited to propose their own direction and priorities - not just receive them.
We share openly	We are honest, straight talking and open. Whether data, ideas, projects or tools we seek to share and collaborate for bigger impact.	People who can see and share their weaknesses as well as their strengths. People who don't hide behind others or jargon. An openness to alternative ideas and points of view.
We look out for each other	We care about the planet and also the people who live on it. We have fun on our mission and make sure that no one gets left behind along the way.	People who walk the talk in their personal and work lives. Relationship builders with great networks they can draw on for support and ideas.

GAP is a fantastic employer with beyond average annual leave, maternity/paternity entitlements, responsibility for change-making projects from day one, and the potential for progression within the organisation to take on additional opportunities to create impact.

If this all sounds exciting and sounds like you, we'd love to hear from you. We are looking for someone who will enjoy the fun and purpose of GAP.

Background browsing:

- www.globalactionplan.org.uk
- www.cleanairday.org.uk
- www.cleanairhub.org.uk
- www.cleanairhospitals.org.uk
- www.cleanvancommitment.org
- www.globalactionplan.org.uk/clean-air-public-insight-tracker
- www.globalactionplan.org.uk/clean-air-hospital-framework/