

STEERING COMMITTEE COORDINATOR, CLIMATE ACTION 100+

Location: London

Duration: 12 month fixed contract

Start date: A.S.A.P. - this position is immediately available

Remuneration: Up to 32K, depending on experience

Expiry date: 21 September 2018.

Please use this link to apply: <https://app.beapplied.com/apply/8gp7ohxzpf>

About the PRI

The PRI is the world's leading proponent of responsible investment. It works to understand the investment implications of environmental, social and governance (ESG) factors and to support its international network of investor signatories in integrating these factors into their investment and ownership decisions. The PRI acts in the long-term interests of its signatories, of the financial markets and economies in which they operate and ultimately of the environment and society as a whole.

The PRI is truly independent. It encourages investors to use responsible investment to enhance returns and better manage risks, but does not operate for its own profit; it engages with global policy makers but is not associated with any government; it is supported by, but not part of, the United Nations.

Job description

[Climate Action 100+](#) is a new five-year initiative led by investors to engage systemically important greenhouse gas emitters and other companies across the global economy that have significant opportunities to drive the clean energy transition and help achieve the goals of the Paris Agreement. To date, 289 investors with more than USD \$30 trillion in assets under management have signed on to the initiative.

This role will support the Steering Committee that governs the Climate Action 100+. This committee is made up of the 5 coordinating partner organisations and 5 investor representatives (AIGCC, AustralianSuper, CalPERS, Ceres, IIGCC, IIGCC, Ircantec, HSBC Global Asset Management, Manulife Asset Management and PRI).

The successful candidate will be employed by PRI, but work for and report to the Climate Action 100+ initiative.

Core Responsibilities:

Steering Committee support:

- Respond to signatories' enquiries, directly and through referrals to the appropriate network organisation
- Support communications between regional networks, including collection and summarization of partner organisations' activity
- Liaise with regional coordinators and working group Chairs to track and report to the Steering Committee on the status of the global work plan
- Support the Chair / Vice-Chair in development and preparation
- Facilitate Chair / Vice-Chair calls with Steering Committee members and Working Group Coordinators (scheduling, notetaking)
- Facilitate internal communication among Steering Committee members and Steering Committee member deputies in between meetings
- Record and provide minutes for Steering Committee meetings
- Summarise SC decisions / outcomes for the relevant working groups, noting required responses and actions where applicable
- Make requests to Working Group Coordinators to submit agenda items for development of full Steering Committee meeting agendas
- Collect and distribute meeting materials three days in advance of Steering Committee meetings
- Maintain meeting materials as appropriate, and house on Sharepoint site
- Maintain Chair / Vice-Chair Action Log (tracking items, discussions)

Working Group Coordinators¹ Support:

- Record minutes of working group meetings
- Maintain official record of working group decisions and action items
- Support Working Group Coordinators on implementation of decisions/action items, including but not limited to: updates to the initiative's website and the online investor hub of the initiative.

The employee will provide neutral support service to the governance system of the Climate Action 100+.

¹ The coordinators of the working groups of the Steering Committee: implementation, benchmarking, communication and governance.