

# Programme Manager

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**September 2024**

An exciting opportunity for a programme manager to join our high impact team to design and deliver a programme of masterclasses, roundtables, toolkits and content for our UK non-executive director community, with a specific focus on our newly launched UK FS (Financial Services) Community Programme. The role will also help to develop our Knowledge Hub and work closely with the global Climate Governance Initiative (CGI) who share our resources with international Chapters.

This new position will be a key addition to our team as we accelerate the impact of Chapter Zero – a philanthropically funded organisation for non-executive directors (NEDs). Our Purpose is to equip and inspire them to lead on climate action from the boardroom. In the autumn we will be launching the UK Financial Services Community Programme as a funded initiative and this position will be responsible for the delivery and execution of the programme content as part of our high collaboration team. We work in collaboration with the Climate Governance Initiative, which has over 30 Chapters around the world and reaches over 100,000 board directors.

You will work directly with our wide ecosystem of strategic partners including management consultancies, business schools, law firms, communications agencies, NGOs and beyond. This role would suit a highly organised team player with excellent programme management skills and senior stakeholder management experience, who is comfortable working in a fast-paced scale up environment. A good understanding of climate-related issues within the Financial Services (FS) landscape, as well as good knowledge of the FS ecosystem and range of stakeholders, is desirable.

Central to the successful delivery of our programme targeted at FTSE 350 NEDs, you will be responsible for building and nurturing partner relationships, coordinating the planning, execution and promotion of resources including toolkits, briefings, explainers as well as the delivery of events, webinars, and roundtables for our members.

Can you see yourself working at the centre of a network helping senior leaders embed climate into business strategy? Do you enjoy a varied role working with multiple strategic partners? Are you ready to work with a passionate, experienced team as our Programme Manager?

## About Chapter Zero

Chapter Zero exists to equip and inspire non-executive directors (NEDs) and chairs to lead on climate from the boardroom. Our membership of more than 3000 includes representation from over 82% of the FTSE 350. Working with a network of strategic partners, we deliver toolkits, masterclasses, and expert briefings for our members, helping them lead their companies to transition to the net zero economy.

We are a not-for-profit and are philanthropically funded. We work in partnership with the Climate Governance Initiative – an initiative developed under the auspices of the World Economic Forum, comprising 32 Chapters in 71 countries.

We are purpose-led and have a small core team, supported by our Fellows, to help Non-Executive Directors embed climate into business strategy.

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## The role

<b>Title:</b>	Programme Manager
<b>Start date:</b>	October 2024
<b>Contract:</b>	Full time
<b>Location:</b>	UK / hybrid, minimum 1 day per week at Chapter Zero's office at the Institute of Directors, Pall Mall, London
<b>Salary:</b>	Up to £35,000 per annum

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## Your responsibilities

- Support delivery of the UK FS (Financial Services) Community Programme as well as other programmes by translating the programme strategy into practical resources and hands-on masterclasses.
- Build relationships, manage and nurture an ecosystem of Financial Services partners and beyond, to align with the programme strategy.
- Support the Content Partnerships Director with keeping the Knowledge Hub up to date by project managing the content and editorial process.
- Project manage the production of creating new engaging resources, from writing supplier briefs to creating project plans to leading project meetings with multiple stakeholders.

- Gather member feedback and report on the use of resources and data trends / insights, regularly evaluating and identifying future improvements.
  - Design and deliver practical, engaging masterclasses and roundtables as part of the wider convening programme for our non-executive director community.
  - Work with the global Climate Governance Initiative to package relevant climate resources for an international audience.
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### Essential skills and experience

- Ability to manage multiple projects simultaneously to an exceptionally high standard
- Experience working with multiple stakeholders at senior levels
- Working to a tight budget and fast deadlines
- Strong attention to detail and proofreading skills
- Experience communicating to a business audience
- Passion for sustainability and climate
- An entrepreneurial spirit and strong collaborator

### Desired skills and experience

- Good knowledge of Financial Services and climate-related issues
  - Relationships within the Financial Services ecosystem and/or clear understanding of the key stakeholder groups
  - Event planning and delivery
  - Experience working with brand guidelines
  - Experience using web builder tools, e.g. WordPress
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### Rewards and benefits

A competitive salary of up to £35,000, with the ability to work mainly remotely. You must be able to work a minimum of 1 day a week at our offices in central London and occasionally 2 days a week, such as on event days.

Benefits include up to 25 days holiday plus office closures, 5% employer pension contribution, life assurance and Medicash plan.

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### What happens next?

If this could be the next step in your journey, please send a pdf version of your CV and cover letter to [recruitment@chapterzero.org.uk](mailto:recruitment@chapterzero.org.uk) by **12:59** on **Monday 23 September**. Please use “Programme Manager application” as the subject line.

All applications will be considered, and we will try our very best to respond to you within 72 hours of receiving your application.

At Chapter Zero we are committed to creating an inclusive culture that is grounded in our purpose to shape a better world. We welcome candidates from all backgrounds. We are committed to making all stages of our recruitment process accessible to candidates with disabilities. Please speak to us and we will work with you to make reasonable adjustments to ensure you can perform at your best throughout your application.

Candidates must be eligible to work in the UK.

Stay safe online – Chapter Zero will never ask for payment or your bank details as part of our recruitment process.