



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Policy Fellow - Climate, Gender and Inclusivity

Department/Division: Grantham Research Institute on Climate Change and the Environment
Accountable to: Bob Ward

Competency	Criteria	E/D
Knowledge & experience	A postgraduate degree in environmental economics/policy, economics, finance, international development or a closely related field	E
	Strong knowledge of issues related to gender equality and inclusion, particularly as they relate to climate change	E
	Experience of working with fiscal and/or economic policy makers, preferably on issues relating to climate policy and/or inclusion, in particular in emerging markets and developing economies	E
	Strong analytical skills with the ability to produce high-quality analysis in a timely manner, including the ability to analyse and research complex ideas and apply appropriate methodologies	E
	Proven track record of authoring and leading high-quality research and policy outputs (e.g. reports, briefings, events) that achieve impact and influence.	E
	Experience and knowledge of project management, including the contribution of other project team members, reporting and monitoring and evaluation	E
	Demonstrable ability to build strong network of policy contacts in the public, private, and third sectors	D
	Experience of organising workshops or roundtable events that bring together stakeholders with different expertise	E



	Successful track record of fundraising and liaising with funders, e.g. grant applications etc	D
Communication	Excellent communication skills, both written and oral, in English, with the ability to communicate technical issues to a nontechnical audience	E
Teamwork and motivation	Willingness to work as part of a team within the Grantham Research Institute and the Global School of Sustainability	E
	Ability to supervise, and/or coordinate the inputs of, junior colleagues, such as Research Assistants and Policy Analysts, within assigned workstreams/project.	E
	Ability to work under limited supervision as and when required.	E

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.