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JOB DESCRIPTION

Position title:	Policy Coordinator – Adaptation, Global Climate Initiative
Reports to:	WWF Global Climate Initiative Leader
Supervises:	n/a
Location:	Singapore or Germany (Berlin)
Date:	September 2008

I. Mission of the Network Initiative: WWF's New Global Climate Deal Initiative has a goal that a new and equitable UN Treaty enters into force in 2013 that sets the world on a course of action to reduce global emissions by 80% by 2050 in order to limit global warming to well below 2oC. This Initiative is an international WWF program working to ensure that the UN Climate Change Summit in Copenhagen in December 2009 leads to a successful global agreement on reducing carbon emissions and providing the necessary support in adapting to climate impacts to the most vulnerable.

II. Major Functions: This position will work as part of a Global Policy and Advocacy Team working internationally to enable WWF to play a positive role in advocating for a new and effective global climate treaty. More specifically, this position will contribute to the work of the Global Policy and Advocacy unit with a special focus on developing climate policy relating to adaptation. In this role you will seek to influence the international climate change processes and events (UNFCCC & G8) through facilitating and doing policy research & analysis for international and national solutions, high level lobbying, and coalition building.

III. Major Duties and Responsibilities:

- To act as the issue lead within the Global Advocacy and Policy unit for adaptation and participate and represent WWF International for that issue at conventions and meetings (and where appropriate, nationally).
- Take the lead role in developing and implementing the "Global Climate Initiatives" strategy on Adaptation and assist the Global Advocacy and Policy team in defining and advising on key "transformational strategies" relating to adaptation that are needed to achieve the goals of the "Global Climate Initiative".
- Establish and co-ordinate a multi skilled working group that supports the production of research, analysis and development of options for climate change action on a global, regional and country level, with a specific focus on:
 - Adaptation policy solutions
 - Supporting the development and implementation of a post 2012 advocacy strategy.
- Commission and conduct research and produce written reports and policy position statements as and when required by the Global Advocacy and Policy Unit.
- Act as the focal point and lead person for the "Global Climate Initiative" in working with WWF's Centre for Adaptation.
- To support WWF offices participating in the "Global Climate Initiative" with conducting research, analysis and write politically strategic policy briefings, as well as negotiation positions with a view to assisting that country in developing a compelling "value proposition" for engagement in a post 2012 climate treaty.

- To develop and nurture institutional relationships, both internal and external, at a national and international level that are key to achieving the “Global Climate Initiatives” strategic goals.
- Ensure the exchange of information and effective communication by engaging with a range of relevant stakeholders including other NGO’s and decision-makers in key countries with the goal of understanding country positions and politics and ensuring that this is fed back into the Global Advocacy and Policy Team.
- To support the capacity building of WWF’s “Global Climate Initiative” by working with the Head of Operations and Program Development to identify fundraising needs and provide content for written funding proposals.
- Engage and collaborate with external strategic partners as defined by the “Global Climate initiative” team to help promote policy supportive of a new global climate deal.
- Work closely with relevant offices and programs in the WWF Network to keep them informed of the work of the “Global Climate Initiative” and to assist them to understand and engage with this initiative.
- Support WWF programme communicators in developing and implementing campaigns and communications outreach to support the “Global Climate Initiatives” objectives.

IV. Profile:

Required Qualifications

- University or an equivalent degree with at least 5 years of relevant experience, and good first hand experience of international negotiations relating to climate change;
- Excellent knowledge of climate issues – with a specific focus on adaptation;
- Excellent research skills and the ability to analyse and process complex information and communicate this in an easily understood way.

Required Skills and Competencies

- Good leadership and project management skills with proven success in working as part of a global virtual team;
- Excellent interpersonal, negotiation and lobbying skills;
- Strong written and verbal communication skills; experience in presentations and media interviews an advantage;
- Excellent command of English. Plus knowledge of other language a bonus;
- Adheres to WWF’s values, which are: *Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, Persevering & Delivering Results.*

V. Working Relationships:

Internal - Works closely with the Global Climate Initiative team and other relevant WWF offices, as well as other relevant WWF programmes (e.g. Adaptation Center).

External - Works closely with implementing and donor partners (bilateral and multilateral), NGOs, in particular the Climate Action Network, government officials as well as representatives of International Organizations.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Prepared by Director, NIS: _____ Date: _____

Accepted by Executive Director,
Conservation: _____ Date: _____