

## Impact Operations and Programmes Lead

**Location:** Remote - Open to candidates based in the UK.

### Job Purpose and Background:

The Science Based Targets Initiative (SBTi) is seeking an Impact Operations and Programmes Lead to ensure the efficient functioning of the Impact Department, provide strategic and operational support to the Chief Impact Officer (CIO), and oversee special programs. This role will protect and advance the CIO's priorities, facilitate high-quality decision-making, and lead operational excellence across the department. The Lead will be responsible for overseeing department operations, supervising the Impact Coordinator, managing internal and external communications, and contributing to the department's strategy, planning, and budgeting processes. This is a key role for ensuring that the Impact Department meets its objectives, promotes SBTi's organizational values, and maintains effective alignment with other departments and stakeholders.

### This role plays an important part in achieving:

- Enhance the CIO's capacity to focus on strategic priorities through comprehensive support in planning, project execution, and communications.
- Drive delivery of strategic programs and partnerships.
- Promote a productive and inclusive team culture that reflects SBTi's organizational values.
- Streamline departmental operations, ensuring alignment with broader organizational goals and enhancing team efficiency.

### You are a great fit for this role if you:

- Have at least 7 years of experience working on sustainability or climate change and at least 5 years in an international organization working on corporate accountability
- Have a good understanding of the corporate climate action ecosystem and the roles of the main players
- Understand the value of voluntary standard setting and what organizations like the SBTi bring to the table beyond our standards.
- Can comfortably operate at mid-senior levels in this ecosystem as the right-hand of an executive
- Are operationally minded and love keeping things on track
- Are ready to work on lots of things at once and to bring order to multiple priorities
- Are you just as committed to building a strong and effective team culture as you are to the work

- Are a true team player, ready to drive collaboration with partners and across the SBTi

### **About the SBTi:**

The Science Based Targets Initiative (SBTi) is a global body enabling corporations and financial institutions to set ambitious emissions reductions targets in line with the latest climate science. It is focused on accelerating companies worldwide to halve emissions before 2030 and achieve net-zero emissions before 2050.

The SBTi defines and promotes best practices in science-based target setting, offers resources and guidance to reduce barriers to adoption, and independently assesses and approves companies' targets.

For more information, please visit [www.sciencebasedtargets.org](http://www.sciencebasedtargets.org)

### **About the Impact Department:**

The Impact Department plays a crucial role in engaging stakeholders across the corporate, financial, and NGO sectors to promote the work of SBTi and support the development and refinement of the SBTi's standards, with the goal of advancing ambitious corporate climate action to achieve emissions reductions at scale.

The department has one of the broadest remits among those within the SBTi, as it is responsible for delivering SBTi's organizational strategy, fundraising and cultivating donor relationships as the SBTi expands, facilitating stakeholder engagement groups and public consultations as part of the standards development process, soliciting feedback from the market on standards' relevance and implementability, strengthening partnerships to address systemic barriers to decarbonization, and integrating SBTi's standards within the broader climate action ecosystem to drive collaboration and harmonization.

### **Key Responsibilities:**

- Department Strategy and Operations support to the CIO:
  - Serve as the primary support for the CIO's priorities, assisting with annual planning and budgeting and maintaining a focus on OKRs and risk mitigation projects.
  - Provide decision-making support for the CIO by ensuring all proposals and materials are well-prepared and reflect organizational objectives.

- Take charge of crisis and ad-hoc project management to address immediate operational needs and close any gaps in departmental resources.
- Monitor and report on team budget, working closely with the Finance & Grants team to understand the monthly budget and reconcile spend.
- Act as CIO's 'plus-one' on the ELT as necessary.
- Project Management and partnerships  
Drive design and delivery of key departmental projects, working across the department, with other departments, and with partners, for example:
  - Strengthen and manage partnerships with WWF and UNGC
  - Design and pilot the SBTi 'Champions Programme', working closely with regional teams and partners
  - Contribute to the SBTi's events strategy and lead on specific hosted events at COP, Climate Week, etc.
  - Represent the Impact department in 'voice of the SBTi' work with the Comms department
- Team Management and Culture:
  - Direct the Team Operations Task Force, focusing on optimizing department workflows, improving operational processes, and ensuring effective project management.
  - Supervise the Impact Coordinator, providing guidance and oversight for project delivery, reporting, and logistical support.
  - Drive team alignment by facilitating internal communications within the department and liaising with other teams, ensuring cross-departmental synergy and shared understanding of priorities.
  - Foster a positive team culture by implementing initiatives that support SBTi's organizational values and promote collaboration, engagement, and well-being.
- HR and Recruitment Support:
  - Support the CIO and People & Culture team in recruitment processes for key hires within the Impact Department.
  - Oversee onboarding and HR coordination to ensure a smooth integration of new team members and maintain a productive work environment.
- Reporting and Internal Communications:  
Lead the operational management of the Impact Department, including OKR management, reporting, and coordination of internal communications.
  - Oversee monthly, quarterly, and annual reports on department progress toward OKRs and strategic objectives, ensuring accuracy and relevance.
  - Support the CIO in cascading critical information across the organization, aligning departmental activities with SBTi's organizational goals.

- Lead internal communications within the department to foster alignment, shared goals, and transparency in operations.
- Lead program of work to reinforce the Impact Department's internal brand and value proposition to the rest of the SBTi

### **Essential Skills & Experience:**

- Proven experience in operations, project management, or program oversight within a dynamic, mission-driven organization.
- Exceptional organizational and multitasking skills with the ability to manage multiple priorities and maintain attention to detail.
- Leadership experience, including supervising teams and junior staff members.
- Strong proficiency in project management tools (e.g., Asana, Trello) and budget tracking.
- Excellent written and verbal communication skills, with the ability to interact professionally with diverse stakeholders.
- Ability to work independently in a remote and multicultural environment, demonstrating initiative and proactive problem-solving skills.

### **Desirable criteria:**

- Experience working in sustainability, climate action, or environmental organizations.
- Familiarity with Objectives and Key Results (OKRs) and data-driven team management.
- Background in supporting C-suite executives or high-level management in complex operational roles.

### **What we offer:**

- Working in one of the most successful and fastest-growing initiatives driving climate action;
- Exciting and challenging tasks in a dynamic, international, innovative, and highly motivated team;
- Competitive NGO Salary
- Training and development;
- Attractive holiday package.

The salary for this role will depend on location and experience level. This is a full-time, 24-month contract position with the opportunity to extend.

**Interested candidates should be legally allowed to work in one of the countries specified. The SBTi cannot sponsor working visas.**

If you're interested, please [apply here](#).

*SBTi is an equal opportunity employer - committed to building an inclusive workplace and diverse staff, where all can thrive. We welcome and strongly encourage applications from candidates of all identities and backgrounds, and do not discriminate based on race, color, religion, gender or gender identity, sexual orientation, national origin, disability, or age.*

*Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they do not meet 100% of the job requirements. We encourage any individual who believes they have the skills and enthusiasm necessary to thrive in this role to apply for consideration.*