

### **PROGRAMME ASSOCIATE, COALITION TO GROW CARBON MARKETS**

**Salary:** Circa £40k GBP benchmarked to the UK, adjusted for location and commensurate with experience

**Contract:** Fixed term to December 2026, with possibility of extension

**Location:** Remote-first, with London, Paris, Nairobi preferred. Location and working pattern flexible, up to a maximum of +/- 3 hours GMT

**Hours:** Full time. 37.5 hours per week

### **About the Coalition to Grow Carbon Markets and VCMI**

[The Coalition to Grow Carbon Markets \(the Coalition\)](#) is a government-led initiative co-chaired by the Governments of Kenya, Singapore, and the United Kingdom, alongside a growing group of member countries. The Coalition brings together ambitious demand-side and supply-side governments to create the conditions for high-integrity, scalable voluntary carbon markets through sovereign guidance, enabling policies and incentives, and coordinated engagement with the private sector and financial system.

The Coalition's purpose is to mobilise private capital at scale for climate action and sustainable development by giving companies and investors the confidence to use high-integrity carbon credits as a credible complement to domestic climate policy.

The Coalition Secretariat is hosted by the Voluntary Carbon Markets Integrity Initiative (VCMI).

[The Voluntary Carbon Markets Integrity Initiative \(VCMI\)](#) is a multi-stakeholder initiative that supports high-integrity voluntary carbon markets as a tool to accelerate global climate action. VCMI works with governments, businesses, and civil society to ensure voluntary use of carbon markets contributes effectively to the goals of the Paris Agreement.

### **The role**

The **Programme Associate** supports effective project and programme delivery by collecting, analysing, and structuring information to help drive planning, decision-making, engagement, and reporting.

### **Core responsibilities**

1. Analysis and insight
  - Collect, analyse, and synthesise qualitative and quantitative data related to Coalition strategy, workstreams, deliverables and engagement, translating complex or technical information into clear analytical notes and insight briefs for Coalition Members and senior leadership.
  - Maintain analytical trackers covering key performance metrics.
  - Map and track policy and market developments, identify trends, emerging issues, and strategic opportunities to inform decision-making.
  - Develop structured scenario analysis of policy options and collaborate with analytical partners on key research questions and outputs to support workstream delivery.

### 2. Country Engagement support

- Prepare country engagement materials, including briefing packs, stakeholder mapping, and synthesis of bilateral discussions into clear readouts and recommended follow-up actions.
- Maintain engagement tracking systems (e.g., Monday.com), ensuring meetings, actions and commitments are accurately recorded and followed through.
- Identify policy linkages and positioning opportunities across member countries to inform strategic engagement. Support preparation and delivery for major Coalition meetings and high-level engagements.

### 3. Central governance and PMO support

- Maintain action logs, decision trackers, forward-look schedules as operational support to the Governance & PMO function.
- Lead preparation and follow-up for routine internal Secretariat meetings and Coalition working-level meetings.
- Support Senior-Level, formal engagement, including through drafting briefings and background papers and slides for meetings and presentations, and take structured notes to draft clear meeting actions and minutes.
- Ensure Coalition documentation is up-to-date, organised, and accessible, contact lists accurate and usable, including records to support audit trail, continuity, and institutional memory.

### Profile

- Experience in project or programme management in policy or consulting roles.
- Strong analytical skills, including experience working with data, trackers, and dashboards.
- Comfortable working with spreadsheets and structured datasets.
- Strong written communication skills and attention to detail.
- Ability to manage multiple tasks and deliver to deadlines.
- Collaborative and responsive in style.

### Key competencies

- Analytical thinking and synthesis
- Attention to detail and accuracy
- Structured problem-solving
- Clear written and verbal communication
- Time management and prioritisation

### How to apply

To apply, please complete [this form](#) and upload your CV, a brief cover letter, and your responses to the application questions. Your responses should clearly demonstrate how you meet the selection criteria outlined above.

The deadline for applications is 17:00 GMT on Wednesday 4 March. Please note that applications will be reviewed on a rolling basis, so we encourage early submission.

Following review of written applications, shortlisted candidates will be invited to a short screening interview. Candidates successful at this stage will then be invited to second-round interview and a short, written exercise. Depending on the number of applications received, there may be additional stages in the recruitment process.

Role posted: 18/02/2026

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