

*An independent platform to foster trust and cooperation
among China's stakeholders for climate action*

China Carbon Forum

POSITION DESCRIPTION

GENERAL MANAGER

The China Carbon Forum is seeking expressions of interest from suitable candidates for the position of General Manager.

The position would suit a dynamic, self-motivated individual looking for part time to full-time work in Beijing for at least 24 months with the opportunity to contribute strong organisational and business management skills to the cause of international dialogue on climate change issues. English is the working language of the Forum. (Chinese language skills are advantageous but not essential).

About the position

The General Manager position provides the opportunity to:

- Make a difference in addressing climate change within the single most important market for climate change;
- Develop a high level network of climate change, energy and environment professionals in China;
- Be significantly financially rewarded for developing new business;
- Be responsible and to be creative; and
- Make a significant contribution to the organisation's strategic development in its unique, neutral space in China's climate community.

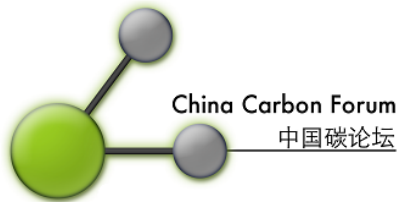
The position will start as part-time at 3 to 3.5 days per week (including some evenings for events), with the potential to become full-time as new projects are realised.

The General Manager will work independently under the guidance of, and report to, the board of the China Carbon Forum. Working hour arrangements for the position are flexible, with peak activity focused on events, research projects and workshops. Salary is to be negotiated commensurate with the capabilities and available working hours of the successful candidate.

CCF's General Manager is expected to carry out the following:

a.) **Fund raising, strategy, and business development:** consistent with CCF's strategy, generate ideas, and develop new business opportunities, particularly for events and research projects; Identify and pursue sources of core funding and in-kind support from organisations; Make pitches to potential partners and funders.

b.) **Research Projects** End-to-end management of CCF's research projects;



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c.) **Event management:** End-to-end management and execution of CCF's events. Help develop participant lists, identify and manage procurement of venue and catering services; prepare and distribute approved introductory materials, invitations, event reports and follow-up communications; prepare, undertake and analyse participant feedback surveys; manage event registration, take photographs and record keeping.

d.) **Administration:** Overall administration of CCF affairs including management of correspondence, record keeping, updating content on the CCF website; manage CCF correspondence and communications; organise and maintain CCF hard and electronic records and files.

e.) **External relationship management:** Foster positive relations among diverse stakeholders in the climate change community in China, while maintaining a neutral position on issues in keeping with the Forum's objective. Maintain positive relations with current and potential CCF partners, supporters, service providers and event participants;

f.) **Internal communication:** Maintain regular communication with the CCF Chairman, Treasurer and Corporate Secretary; Maintain regular communication with the CCF Board on key issues, including providing monthly project progress reports; Recruit and manage volunteers and interns to undertake specific tasks for CCF activities.

f.) **Compliance:** ensure CCF complies with relevant laws and regulations of China, and agreements entered into, such as with event partners or service providers.

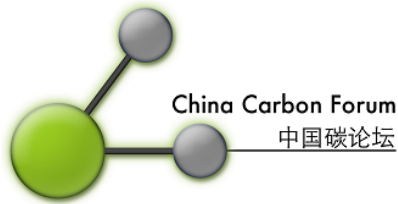
g.) **Internet:** maintain and develop online communications for CCF activities.

h.) **Staff/interns:** Recruit and manage interns and staff to undertake specific tasks for CCF's activities on an as-needs basis;

In addition, the General Manager is to work **with CCF's Research and Projects Manager** on the following:

1. Manage CCF events from planning to delivery at a high professional standard suited to the participation of VIPs;
2. Execution of research projects, including quarterly research notes; and
3. Explore and take forward ideas from Board members and others for development of future events and research projects.

Interested candidates should submit an application without delay, preferably before 18th February 2019, according to the requirements below. Applications will be considered upon receipt, for commencement of the successful candidate as soon as possible. The position will remain open until filled.



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How to apply

Applications should include the following material (in English):

1. Completed Application Form (see below)
2. CV (1 or 2 pages length)
3. Supporting statement outlining your interest in the position and your ability to carry out the positions' duties with reference to the Selection Criteria (1 to 2 pages)

Applications material should be submitted as a single PDF document by email with the subject line: "GM Application - <Your Name>", sent to: hr@chinacarbon.info. Queries about the position can also be directed by email to this address, with the subject line "GM Application Query - <Your Name>".

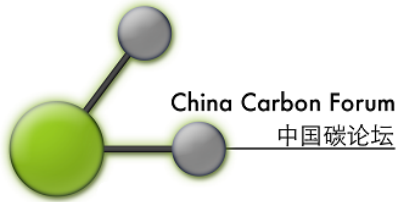
SELECTION CRITERIA

Essential

1. High level communication skills with full proficiency in written and spoken English
2. Ability to convincingly sell concepts and research projects to potential partners;
3. Ability to freely interact with people from diverse cultural backgrounds, and forge positive relationships;
4. Excellent event management skills and a passion for delivering high quality events;
5. Entrepreneurial spirit and a self-starter;
6. Excellent project management skills, and strong attention to detail;
7. Ability to deliver results with minimal instruction or supervision;
8. Good computer skills including email, word processing and web posts; and
9. Has lived and worked in a Tier 1 or Tier 2 city within mainland-China for a duration of at least 12 months within the last 5 years.

Desirable

10. Chinese language skills;
11. Strong skills in book-keeping and accounting;
12. Masters Degree in business, energy, environment or related fields
13. Skills or experience in at least two of the following specific areas: fund-raising; business development; sales; research; report writing; web design
14. Enthusiasm for and good understanding of, issues relevant to climate change action, particularly in the Chinese context.



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CHINA CARBON FORUM - RECRUITMENT APPLICATION FORM

APPLICANT

Name:

Email:

Contact phone number/s:

Citizenship/s:

Current residential address:

English oral and written language ability:

Chinese oral and written language ability:

Number of hours available to work per week (on average):

Expected remuneration/salary (RMB/month):

Available start date:

REFEREES

*Please provide the following details for two referees who can vouch for your professional competency and personal working style. Please note we will **not** contact any referee without first obtaining your express permission.*

1. Referee name:

Current position:

Referee's contact details:

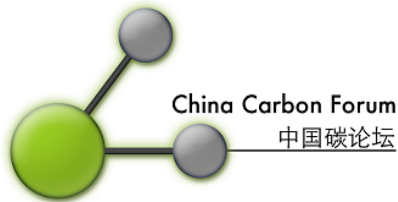
How the referee knows you:

2. Referee name:

Current position:

Referee's contact details:

How the referee knows you:



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About the organisation

CCF was established in 2007 by professionals in China's climate change sector as a non-for-profit organization to exchange information, best practices and engage with China's climate change stakeholders. Since then, CCF has held over 75 events and discussions on specific climate change topics, facilitated countless linking opportunities between China's climate change stakeholders, and attracted high-level stakeholders to participate in the discussions including China's chief climate negotiator (Mr Su Wei), his Canadian counterpart (Ms Louise Métivier) and the Director of the National Development and Reform Commission's climate change policy think-tank (Dr Li Junfeng). CCF now has a network of over 1,400 experts and professionals, representing over 700 organisations across China's climate change community.

Since 2012 CCF's activities have featured a series of high-level events, called the Low Carbon Leadership Network (LCLN), delivered in partnership with the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ). It has also delivered several China-focused projects such as: The China Carbon Pricing Survey, Mapping China's Climate Policies, and Corporate Strategy and Competitive Advantage in China's War on Pollution: Pursuing the New Chinese Consumer.

Project partners have included: The Chinese Academy of Sciences, Tsinghua and Renmin Universities, the NDRC's National Center for Climate Change Strategy and International Cooperation (NCSC), The Dutch Emissions Authority, The Norwegian Environment Agency, China Non-ferrous Metal Industry Technology Development and Exchange Center, the China Cement Association, and China Electricity Council.

Project funders have included foreign embassies and NGO's, such as: GIZ, Energy Foundation China, the Embassy of the Federal Republic of Germany in Beijing, the Royal Norwegian Embassy in Beijing, the Kingdom of the Netherlands' Ministry of Economic Affairs and Climate Policy, and The British Embassy in Beijing.

CCF plans to continue improving the quality and breadth of its services to China's climate change community, and to existing partners.

CCF operates under the direction of an executive board and board of advisors consisting of Chinese and foreign professionals from all stakeholder groups in China's climate change sector. The board and advisory members serve in a voluntary capacity without remuneration. A full list of CCF's activities and achievements can be found here: <http://www.chinacarbon.info>