

Global Alliance for Improved Nutrition

Job title:	Junior Associate - Environment
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Classification:	Grade 2	Direct reports:	0
Work location	London, United Kingdom	Travel required:	Up to 15%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. In particular, we aim to make healthier food choices more desirable, more available, and more affordable. GAIN's mission is to advance nutrition outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

DESCRIPTION
<p>Overall purpose</p> <p>The food system— including consumer behaviours, natural resources and institutions as well as the production, processing, marketing and purchase of food— is struggling to deliver nutritious diets to a growing global population in an environmentally sustainable manner. Food systems and the environment are inextricably linked. For example, the influence of the environment on nutrition due to climate change adversely affecting yields and the nutritional quality of major staple crops. Such staple foods are especially important in the diets of people in low- and middle-income countries (LMIC), increasing the risk of food insecurity, socio-economic instability, and malnutrition among vulnerable populations.</p> <p>And not only does the environment impact nutrition, but food systems adversely impact the environment through various ways, including increasing pressure on land-use for food production for human and animal consumption, and contributing a third of greenhouse gas emissions.</p> <p>Since the approval of GAIN's Environment Strategy in November 2020, the organisation has been advancing work on the environment across its programmes, advocacy, and operational work. As part of the larger 'Nourishing Food Pathways' programme, GAIN will implement a workstream which seeks to identify and increase access to foods which will help to maximise nutritional benefits and minimise their environmental impact in Mozambique, Indonesia and Bangladesh.</p> <p>GAIN is looking for a Junior Associate - Environment who can support the Environment team with their activities across GAIN's programmes, advocacy and operational work (80%). They will also help to support work on the Innovative Food Systems Solutions (IFSS) portal (20%).</p>
<p>Tasks and responsibilities</p> <p>Support the implementation of the environment workstream under the 'Nourishing Food Pathways' programme,</p> <p><u>Project Planning and Implementation Support</u></p> <ul style="list-style-type: none"> • Support the timely project implementation of the environment workstream under the NFP programme at both global and country level • Collect and synthesise updates from country teams to inform regular project meetings. Participate and summarize output from project meetings

Global Alliance for Improved Nutrition

- Support accurate and timely financial transactions of the programme including processing purchase orders, contracts and invoices with the support of the Environment Lead and global finance team

Help make GAIN's projects and offices greener

- At Programme level: facilitate the screening of GAIN's projects for environmental impacts by scheduling and planning workshops. Support project teams to use the screening tool to mitigate environmental risks and maximise opportunities for nutrition-environment co-benefits
- At Operational level: Support GAIN staff in all countries on the greening our offices agenda, and working groups addressing on wider organisational policies (e.g., travel policy, due diligence, procurement, IT) to minimise our environmental impact

Support advocacy and policy actions related to the environment

- Provide technical and administrative support to international events, liaising with other GAIN departments and programmes, GAIN partners and other organisations
- Conduct desk research and develop briefs and other materials for the programme.
- Contribute to the development of communications materials (blogs, articles, videos, social media posts) to drive awareness and engagement with the linkages between nutrition and climate, and the solutions to joint challenges

Support work on the Innovative Food Systems Solutions (IFSS) Portal

- Monitor and respond to the IFSS portal email communications, LinkedIn page with the web portal service provider
- Keep basic information up to date on the IFSS portal, review and process submitted solutions, examples, additional resources, contacts, and relevant food system events and opportunities on the IFSS portal
- Participate and summarize input from weekly IFSS core team meeting

Key organisational relationships

- Reports to Environment Lead
- Close collaboration with GAIN's Environment Team
- Liaise regularly with GAIN Programme Services Team, Knowledge Leadership Team and Communications Team

JOB REQUIREMENTS

Competencies

- Highly organised with keen attention to detail
- Basic project management, planning and strategic skills
- Clear and systematic thinking that demonstrates good judgement, problem solving, and creativity
- Strong written and verbal communication skills, presenting clear and structured arguments
- Ability to work on a wide portfolio of projects with multiple teams in multiple geographic contexts; ability to prioritise, time management and strong organizational skills
- Intermediate in Microsoft Excel, Word, Outlook, and PowerPoint skills
- Affinity and interest in web-based tools (desirable)

Global Alliance for Improved Nutrition

Experience

- Broad understanding of programme issues and advocacy work for development programmes, NGOs, donor funded and related projects
- Rounded knowledge on food systems and environmental challenges and opportunities in LMIC settings
- Experience of working within project frameworks.
- Experience engaging with people from diverse cultures and backgrounds.
- Experience working with financial administration processes (desirable)

Education

- Bachelor's degree level in environmental science, international development, public policy, public health or a related field or equivalent experience is preferable.

Other requirements

- Ability to travel to other GAIN offices regularly, including country programmes (up to 15%).
- Passionate about the challenges of addressing nutrition, food systems and environmental issues
- Experience of visiting, living or working within developing countries would be an advantage
- Fluent in written and verbal English

WHAT GAIN OFFERS

- Flexible working hours, including hybrid working policy
- Friendly working environment
- Professional development opportunities