

**Energy Transition
Programme Manager
Candidate Pack**

ShareAction»

About us

ShareAction is an independent charity and an expert on responsible investment. We work to build a world where the financial system serves our planet and its people.

We set ambitious standards for how financial institutions, through their investment decisions, can protect our planet and its people and we campaign for this approach to become the norm. We convene shareholders to push companies to tackle the climate crisis, protect nature, improve workers' lives and shape healthier societies. In the UK and EU, we advocate for financial regulation that has society's best interests at its core.

shareaction.org | Search @shareaction on LinkedIn, Bluesky, Instagram and Facebook



Our vision is for a world where the financial system serves our planet and its people.

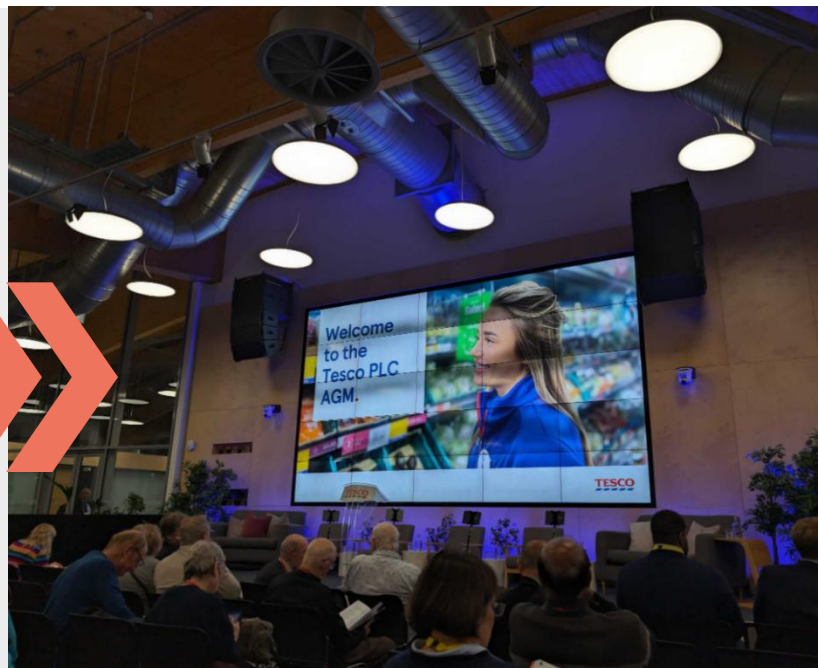
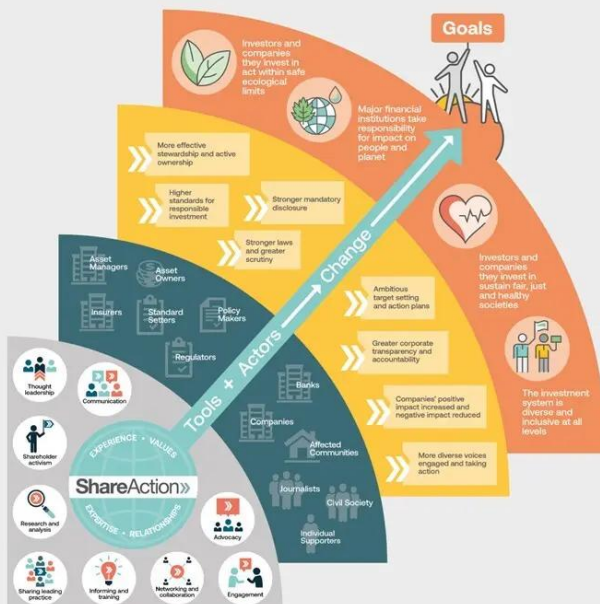
Our mission is to define the highest standards for responsible investment and to drive change until these standards are adopted worldwide.



76 members of staff



Our head office is based in Aldgate, London, and we have an office in Brussels



Our values

Courageous



We're not afraid to do what needs to be done or say what needs to be said. We use our evidence-based research to push for bold solutions and to hold those with power to account.

Persistent



We stick at things until we get results. With the powerful institutions we're taking on, that counts for a lot. As the context changes, so do we, while staying focused on our vision of a world where responsible investment is the norm.

Independent



We are independent from the sector we seek to influence, and our opinion is grounded in rigorous, expert research. This is key to our effectiveness and credibility when engaging with financial, corporate and political stakeholders.

Respect



We respect others' perspectives and seek to engage in constructive debate. We consider our audience's situation in every interaction and in our workplace, respect fosters the collaborative approach that drives our impact.

Inclusive



We want everyone to be able to help shape a finance system that protects people and planet. We offer a range of ways to take action and support people with lived experience of the issues we work on to push for change. We know that an investment system that is diverse and inclusive at all levels will enable better decision making that meets the needs of people everywhere.

A message from our Chief Executive, Catherine Howarth OBE

Thank you for your interest in ShareAction.

There has never been a more important time to join us. People and communities everywhere face unprecedented challenges from climate change, health inequalities, and biodiversity loss to a deep imbalance in who holds power.

At ShareAction, we shine a light on the financial sector and push it to become a positive force to tackle these issues. Our task is to ensure that decisions made by major financial institutions help to power the transition to a low-carbon economy, restore nature, ensure workers are treated fairly everywhere and promote public health. We have a strong track record of impact, which is all down to the skilled and committed teams who work here.

This is an exciting time to join ShareAction as we continue to drive forward our ambitious mission.



A handwritten signature of Catherine Howarth in black ink.

Recommended reading:



- [Our 2024 impact report](#)
- [Our latest annual report](#)

Learn more about ShareAction [here](#)

Read what it's like to work at ShareAction:



Our benefits

- ✓ **Commitment to flexible working;** over 60% of our employees have some sort of flexible working arrangement.
- ✓ **Hybrid working;** we are committed to supporting our staff to work in a way that suits their lifestyle and meets the requirements of their role.
- ✓ **8% non-contributory pension;** invested with NEST and their green funds
- ✓ **Internal promotion and development opportunities;** we offer a range of ways to improve your skills and focus on what you love, including promotion, secondment, or sideways development opportunities.
- ✓ **Opportunity to help make a difference;** we tackle some of the world's biggest social and environmental challenges. We offer opportunities for you to develop your skills and experience in a friendly, flexible and supportive working environment.
- ✓ **Healthcare plan;** with Bupa.
- ✓ **Death in Service** cover of 3x salary.
- ✓ **Unionised work environment;** our staff have the opportunity to join the union, and are supported by our recognised union, Unite. We regularly consult and negotiate with our employees on workplace matters ranging from working conditions to pay.
- ✓ **Regular in-person meetings;** including all-staff away days, retreats and directorate strategy days to create connected teams.
- ✓ **Employee assistance programme;** advice and support, lifestyle discounts and short-term counselling.
- ✓ **25 days' annual leave plus office closure at the end of the year;** ensuring everyone gets time to switch off together.
- ✓ **Enhanced family leave pay;** up to 18 weeks' paid at 90% for either parent.
- ✓ **Enhanced sick pay;** starting at five weeks' full pay from day one.
- ✓ **Season ticket loan and cycle to work scheme.**



Our channels:

You can find out more about our work at shareaction.org or search for @shareaction on LinkedIn, Bluesky, Instagram and Facebook

Job description

The Programme Manager ensures the smooth and effective running of one of ShareAction's strategic programmes and supports the Programme Lead with its ongoing management. This critical role leads the implementation of programme management processes and systems to plan, monitor and drive programme delivery, performance and expenditure. The role will support fundraising activity, events and external stakeholder engagement for the programme, and represent the programme with colleagues across the organisation to co-ordinate delivery, manage dependencies and ensure strategic alignment.

Key Responsibilities

- Manage programme co-ordination and day-to-day programme operations, including budget administration, programme and resource planning, and delivery coordination.
- Implement, maintain and continuously improve programme management processes, systems, tools and ways of working to enable effective planning, decision-making and delivery across the programme, and wider organisation.
- Coordinate programme and project activity and resourcing across campaigns and workstreams, including working with colleagues in transversal and enabling teams, to manage capacity and interdependencies, and ensure timely delivery of milestones and outputs.
- Lead programme reporting including tracking progress, actions, risks and issues, and escalating strategic decisions and concerns to the Programme Lead.
- Ensure that data produced by the programme is of a high quality, embedding robust data standards, timely collection processes and reporting within the programme and across platforms including Salesforce and Cascade
- Manage programme monitoring, evaluation and learning (MEL) processes, including impact tracking, facilitating and sharing evaluations and learning, and inputting into reports and insights for internal audiences, leadership and funders.
- Manage programme budgets on behalf of the Programme Lead, including invoice management, reporting, escalations and liaison with finance colleagues to support accurate financial reporting and oversight.
- Support programme governance mechanisms by co-ordinating agenda setting, papers and action accountability.

- Support the Programme Lead with fundraising and funder management activity, including supporting co-ordination of bid development, inputting into and collating proposal content, tracking grant budgets and preparing funder reports.
- Manage the programme's internal and external communications and stakeholder management processes working with Comms & other relevant teams to enable effective collaboration, information flow and engagement.
- Champion programme management best practice and continuous improvement, working closely with the central planning team and other programme managers to embed consistent standards, tools and approaches across the organisation, and provide support and cover for each other as needed.
- As required, and agreed with the Programme Leads, provide support to others in the organisation, including incubator programmes/projects.
- Coordinate and support programme-related events and engagement activities, including webinars, roundtables, stakeholder meetings, team planning sessions and in-person events, ensuring effective logistics, scheduling and delivery.
- Provide high-quality support to the programme team, including note-taking and action tracking for team and programme-level meetings.
- Deputise, where appropriate, for the Programme Lead on programme matters.
- Contribute to programme delivery, where appropriate.

Person specification

Essential

- Excellent organisational and prioritisation skills, with the ability to manage multiple tasks, deadlines and competing priorities effectively.
- Demonstrable experience of developing, implementing and continuously improving project or programme management processes and systems.
- Strong, relevant project management experience and knowledge.
- Positive, proactive and collaborative approach, with experience supporting teams, coordinating across internal and external stakeholders and contributing to effective team delivery.
- The ability to provide effective challenge and hold peers to account.
- Experience of using CRM and data tools for input, analysis and reporting.
- Experience supporting monitoring, evaluation, learning (MEL), reporting and data management processes.
- Strong verbal and written communication skills, with the ability to adapt communications for different audiences, formats and purposes.
- Proficiency in Microsoft Office and Outlook and confidence in the use of different technology platforms with the demonstrable ability to learn and adapt quickly to new software, systems and digital tools.
- Strong interest in the work of ShareAction and in the role of the finance system in shaping environmental and social outcomes.
- Experience organising and coordinating online, hybrid and/or in-person events and meetings.
- Aptitude for financial management and oversight.

Desirable

- Experience of capacity planning and management.
- Ability to configure CRM reports and dashboards.
- Experience of budget monitoring, financial administration or grant budget tracking.
- Understanding of data protection requirements and GDPR compliance.
- Project or programme management qualification.



How to apply:

More information on the [careers section of our website](#)

Deadline for submissions: 9am, Monday 10th August 2026

Our impact



HSBC commits to phase out from coal on Paris-aligned timelines and to **update its coal policy** following the filing of a shareholder resolution by ShareAction and 15 investors representing US\$2.4 trillion in assets.



38 FTSE100 companies are now reporting their Ethnicity Pay Gap, up from 15 when we first began our campaign in 2022. Greencore is the latest company to do so.

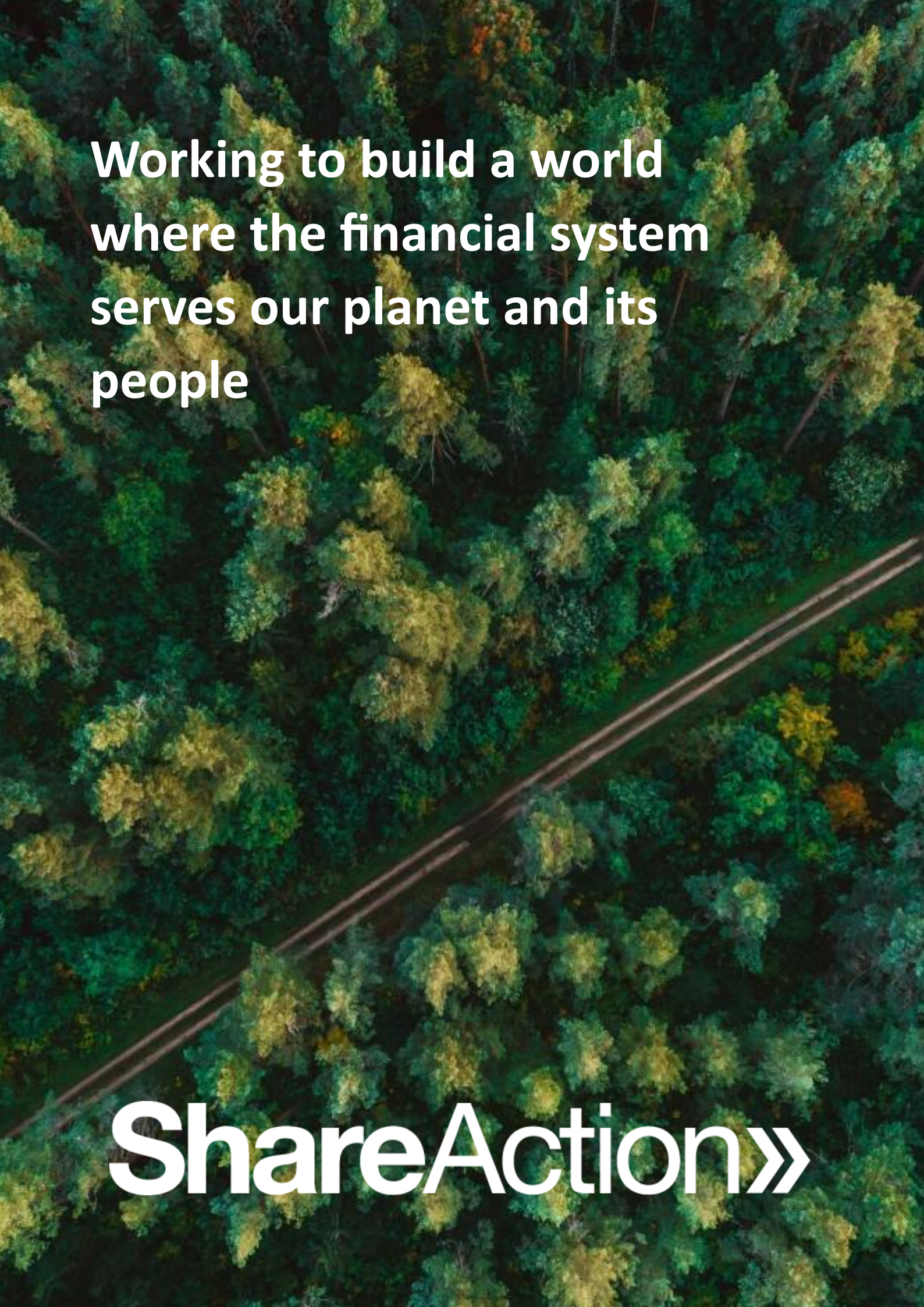


By filing a shareholder resolution at Europe's largest fertiliser producer, Yara International, **we demonstrated that investors expect companies to take responsibility for reducing emissions across their entire value chain in line with the science.**



We supported the UK's first Living Wage resolution, which **led to 19,000 Sainsbury's workers receiving a pay rise to real Living Wage.**



An aerial photograph of a dense forest with a mix of green and yellow-green trees. A dirt road or path runs diagonally from the bottom left towards the middle right of the frame. The text is overlaid on the upper left portion of the image.

**Working to build a world
where the financial system
serves our planet and its
people**

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