Programme Associate

Job Description

About the CBA

The Circular Bioeconomy Alliance (CBA) is a UK-based charity established by His Majesty King Charles III to help build a new kind of economy, a way of doing business that works with nature instead of depleting it. The CBA brings together nearly 70 organizations across science, civil society, finance and industry (e.g. food, fashion, pharmaceutical and construction) to demonstrate through on-the-ground action what this new way of business looks like in practice. These are called Living Labs: projects that regenerate landscapes, improve livelihoods and wellbeing, and create new business models that benefit both people and planet.

Each Living Lab is a real-world testing ground creating rigorous, replicable blueprints for how regenerative landscape practices and value chain innovation come together to address climate, biodiversity, and livelihoods. By aligning diverse stakeholders early, they build the social capital and ownership needed to de-risk adoption and ensure long-term sustainability, generating evidence-based, replicable models for future investment and policy. Over a dozen Living Labs '1.0' were implemented from 2020-2023 as part of a suite of first pilots.

Rationale

The CBA is growing and is looking for an experienced Programme Associate to join the Programmes team. This new role offers the opportunity to play a central part in shaping and delivering the next generation of CBA's Living Labs, real-world projects that regenerate landscapes, strengthen community resilience, and pioneer new models for sustainable business.

The Programme Associate will not only provide coordination and operational support but also contribute to designing and scaling of Living Lab initiatives, including through the Wildfire Resilient Landscapes Network (WRLN) launched at COP28. The WRLN is an initiative coordinated by the CBA to combine Indigenous and scientific knowledge through Living Labs that demonstrate how to build landscapes resilient to escalating wildfire risk.

Working closely with the Chief Programmes Officer, the Director of Wildfire Resilience and other partners across science, business, philanthropy, and local communities, the Programme Associate will help turn big ideas into tangible outcomes: from building multi-stakeholder coalitions to creating on-the-ground impact that demonstrates how economies can work with nature, not against it.

The Programme Associate will report directly to the Chief Programmes Officer (CPO).

Location: London, United Kingdom (with potential international travel to Living Labs and partner sites as needed).

Objectives & Responsibilities

The objectives of this role are to:

- Drive delivery of CBA Living Labs and thematic initiatives, including a focus on wildfire resilience, by coordinating partners and ensuring effective, timely implementation.
- Strengthen internal programme systems and processes to maximise efficiency, learning, and impact.
- Facilitate communication and knowledge exchange across the CBA network, with a particular focus on the Wildfire Resilient Landscapes Network.
- Contribute to fundraising and reporting by preparing high-quality proposals, donor materials, and progress updates that showcase impact.

Key responsibilities include:

1. **Programme Delivery & Internal Systems**
    - Support the CPO in the planning, technical delivery and monitoring of Living Labs and associated workstreams, including developing and maintaining internal systems for project tracking.
    - Track progress against timelines and deliverables and help maintain programme documentation and databases.
    - Coordinate follow-up and preparation for meetings, workshops and partner activities.
    - Assist in synthesising learning across programmes to inform strategy and implementation.
    - Support the creation of case studies, project briefs and other narrative content showcasing CBA's impact.

2. **Wildfire Resilient Landscapes Network Support**
    - Support the Director of Wildfire Resilience to facilitate regular virtual and in-person meetings with Network partners; prepare agendas, take minutes and document decisions.
    - Maintain strong working relationships with Network members and ensure timely communication.

- Coordinate the development and dissemination of materials including meeting summaries, newsletters, and updates.
- Help curate knowledge and learnings from the Network into internal and public-facing materials.
- Support programme coordination, oversight and delivery of Living Labs related to wildfire resilience.

3. **Fundraising and Grant Support**

    - Support the development of fundraising materials, including concept notes, project proposals, and donor reports. This includes for WRLN project proposals (above).
    - Conduct background research and donor mapping to support engagement strategies.
    - Track reporting deadlines and contribute to monitoring and evaluation data collection and analysis.

Required Profile

The Programme Associate will be a highly organised, proactive, and motivated individual who thrives in a dynamic, purpose-driven team. They will bring strong project management, coordination, and communication skills, with the ability to manage multiple priorities and deliver results to a high standard.

They will be a self-starter who can work independently as well as collaboratively, showing sound judgement, initiative, and adaptability. Excellent written and verbal communication skills are essential, alongside the ability to build and maintain effective relationships with diverse stakeholders.

They will be passionate about sustainability, nature, and inclusive development, and comfortable working in an international, cross-sectoral environment that spans civil society, philanthropy, the private sector, and academia. Experience working remotely and across time zones will be an asset.

Skills and Qualifications

Essential:

- Minimum 4 years of experience in programme coordination, project management, stakeholder engagement or a related role.
- Demonstrated interest or background in environmental sustainability, climate, development, or related topics.
- Strong project management skills, including the ability to plan, prioritise, and deliver high-quality outputs against deadlines.

- Excellent written and verbal communication skills in English, with experience producing reports, briefings, or communications materials.
- Strong organisational skills and attention to detail; ability to manage multiple priorities in a fast-paced environment.
- Experience coordinating virtual meetings and multi-stakeholder processes.
- Proficient in digital tools such as MS Office, Zoom, and project management platforms.
- Bachelor's degree in a relevant field (e.g. environmental science, international development, public policy, sustainability, communications).

Desirable:

- Experience supporting fundraising, proposal development or donor engagement.
- Familiarity with implementation of regenerative agriculture projects, landscape restoration, wildfire resilience and other nature-based solutions.
- Experience working with international organisations or in multi-cultural environments.
- Experience in monitoring, evaluation and learning (MEL) systems.
- Additional language skills (e.g. Spanish, Portuguese or French).
- Strong analytical and systems-thinking skills, with the ability to connect the dots across issues, sectors, and geographies.
- Demonstrated leadership potential, with the ability to take initiative, inspire collaboration, and contribute to strategic thinking.