

June 2024

# Job Description: Research Assistant

## NatureFinance (NF)

### 1. About NatureFinance

NatureFinance is a Swiss-based, international not-for-profit organisation dedicated to aligning global finance with more equitable, nature positive outcomes. We work to make nature count in global finance and the global economy. NatureFinance is active in advancing the use of data to disclose and manage nature related risks, developing impactful and equitable nature markets, and advancing financial innovation in the areas of sovereign debt and nature positive investment. We develop tools to help financial actors better assess and align their investments with nature positive outcomes and push for stronger costs and consequences where finance is failing to address nature liabilities.

### 2. Nature Market Workstream

Nature markets are a sub-set of the economy where nature is specifically traded and valued. This includes large markets such as agricultural commodities and emerging markets that reflect the growing economic value of nature, such as nature-based solutions for carbon sequestration.

NatureFinance believes that if markets can be shaped to treat nature as a valuable and regenerative asset, they can play an important role in addressing nature loss, climate change, equality and food security issues. Our work on shaping nature markets aims to place nature and equity at the centre of how we build and run businesses, markets and economies.

We believe that achieving high-integrity, high-performing nature markets requires a radical level of transparency and accountability, accreditation for traders, ensuring affected voices are heard and at the decision-making table, minimum price floors established, and nature's stewards are equitably benefiting, and international governance arrangements significantly upgraded.

NatureFinance is working with a wide range of partners to develop frameworks and recommendations for shaping high-performance and high-integrity markets—with a particular focus on biodiversity or “biocredits”—and interrogating the risks and opportunities that accompany market-led approaches to financing biodiversity.

### 3. Project Assistant Position overview

The Project Assistant will manage the successful delivery of a dynamic and multi-faceted portfolio of work. The initial priority will be to support the Biocredit workstream, working closely with the nature market team members who own the projects.

#### Key duties and responsibilities:

- Support the nature market project managers (Biocredit and Bioeconomy) in the successful delivery of projects in line with the objectives, milestones, deliverables, and outcomes agreed in the proposal(s)
- Collating material and drafting internal/external-facing progress reports
- Researching and drafting written content for use in meetings and policy/stakeholder engagements (e.g. short technical notes, slide decks, policy briefing papers)
- Support in researching and drafting material for publication (reports, papers, op-eds, presentations, etc.) and organizing their copyediting, design, and publication via the comms team
- Preparing and presenting material in project and broader team meetings, e.g. project updates and proposals for additional phases of work, note-taking and project coordination Support.
- Undertaking research and analysis as required by the project managers
- Supporting on stakeholder management and communication.
- Supporting on events briefing and content preparations.

## Experience and Qualifications

### Essential Qualifications:

- Minimum 2 years of experience in nature markets (carbon, biocredit), with a strong preference for policy experience
- Understanding of global financial markets and key institutional actors
- Proven track record in research and analysis, with the ability to gather and synthesize complex information

### Key Competencies:

- Ability to prioritize and respond with appropriate urgency to time-sensitive situations and events
- Capable of independently managing a high volume of tasks and projects with minimal guidance
- Maintains a high level of integrity and discretion when handling confidential information
- Exceptional organizational skills and meticulous attention to detail
- Strong verbal and written communication skills, with the ability to effectively convey complex ideas to diverse audiences
- Thrives in a networked, fast-paced, and agile work environment
- Demonstrates excellent time management skills, effectively balancing competing priorities and meeting deadlines consistently

- Proactive and solutions-oriented, with a willingness to take initiative and adapt to changing circumstances
- High emotional intelligence and able to navigate sensitively and effectively across a wide range of cultures and experiences.

Preferred Qualifications:

- Advanced degree in a relevant field, such as environmental science, economics, or finance
- Familiarity with sustainable finance principles and frameworks
- Experience working with international organizations or in a multicultural setting

**Terms**

The role will be full-time, working remotely, with a preference for a candidate located within Europe, or at least within a GMT/CET time zone.

**4. How to Apply:**

Please send you resume with a writing sample to [operations@naturefinance.net](mailto:operations@naturefinance.net) where you will be asked to attach your CV and a concise summary paragraph, summarizing why you would be a suitable candidate for this role.