



Project Manager – Natural Capital Declaration

- Location: GCP is based in Oxford, UK
- Full-time with 3 month probation
- Salary: c£33,000pa, depending on experience
- Permanent.

Please send your CV and a cover letter to jobs@globalcanopy.org by 8th February 2016. The cover letter should include the relevant experience and qualifications which best show your competencies. Please note that early applications are advised, as we may close the recruitment process earlier, depending on the volume of suitable candidates applying.

The Global Canopy Programme

The Global Canopy Programme is a leading international tropical forest NGO and think-tank. Our mission is to accelerate the transition to a deforestation free economy.

<http://globalcanopy.org/>

Global Canopy Programme and the UN Environment Programme Finance Initiative (UNEP FI) form the Secretariat of the Natural Capital Declaration (NCD), a joint initiative. The NCD is a worldwide finance-led initiative to integrate natural capital considerations into financial products and services, and to work towards their inclusion in financial accounting, disclosure and reporting. Signatory financial institutions are working towards implementing the commitments in the Declaration through NCD projects. These are supported by the NCD Secretariat formed of the UNEP FI and GCP and implemented as part of a work programme to build capacity for asset managers and banks to understand and integrate natural capital factors into financial products and services, and work towards accounting and reporting on natural capital.

www.naturalcapitaldeclaration.org

Project Manager – Natural Capital Declaration

The GCP is seeking a Project Manager to support the Programme Head of the Natural Capital Declaration programme.

This is an excellent opportunity to work with a pioneering, versatile and dynamic NGO. The successful candidate will have proven project management experience, experience of working with the international financial sector and excellent relationship management skills. S/he will be responsible for supporting the NCD Secretariat, helping to ensure projects are delivered to meet objectives and work is delivered to a high standard, on time and on budget.

Trustees	Steering Committee		
Lindsay Bury Rachel Cooper Honorary Treasurer Edward Mott Oxford Capital Partners, UK Hylton Murray-Philipson Wingate Ventures Ltd Dr William Wint University of Oxford, UK	Professor Dieter Anhuf University of Passau, Germany Dr Bruno Corbara University of Clermont Ferrand, France Dr Soubadra Devy ATREE, India Professor Roger Kitching Griffith University, Australia Dr Meg Lowman New College, Florida, USA	Dr Rick Meinzer US Forest Service, USA Professor Cao Min Chinese Academy of Sciences, China Andrew Mitchell (Sec) Global Canopy Programme, UK Dr Nalini Nadkarni Evergreen State College, USA Dr Tohru Nakashizuka Institute for Humanity & Nature, Japan	Dr Claire Ozanne Roehampton University, UK Dr Vojtech Novotny Czech Academy of Sciences, Czech Rep. Professor Nigel Stork University of Melbourne, Australia Dr Joe Wright Smithsonian, STRI, Panama

RESPONSIBILITIES

1. Day-to-day management of external consultants to support project implementation and preparations for launch, training and uptake.
2. Co-ordinate day-to-day engagement with project partners to foster a collaborative, motivating and effective working environment, liaising closely with GCP and UNEP FI staff and consultants. Maintain close relationships with financial institutions and project team as well as related stakeholders (e.g. NCD supporters including other NGOs) to develop, maintain and deliver against project plans.
3. Support planning and co-ordination across NCD projects, helping to manage high quality and timely outputs. Support and maintain internal project management and information systems and processes.
4. Oversee integration of environmental factors into credit risk analysis.
5. Mediate conflicts, manage risk and document project lessons learned, escalating and resolving project problems prior to becoming issues. Monitor burn rate against sub-contracted hours and expenses and escalate potential overruns.
6. Organise and co-ordinate international workshops (e.g. Brazil, Mexico, China) in collaboration with the NCD Secretariat.
7. Support communications to raise awareness of project outputs and work in progress across a range of audiences.
8. International travel (10%-15% of working time).
9. Managing internal and external stakeholder consultations on draft project outputs.

EXPERIENCE & QUALIFICATIONS

1. Proven track-record of delivering technically challenging projects.
2. Some knowledge of environmental, social and governance integration and/or environmental and social risk management in the financial sector.
3. Demonstrable excellence in partnership management.
4. Experience of identifying and successfully managing risks to effective project delivery.

Desirable:

- Experience of working internationally with financial institutions.
- Demonstrable understanding of quantitative analysis relating to environmental valuation and/or credit analysis.
- Strong professional network in the environmental and/or financial sectors.
- Regional networks.
- Experience of software development and/or data/information management.
- Fluency in Spanish or Portuguese.
- Relevant post-graduate/professional qualifications (e.g. Prince2, PMP certification, IT/software project management).

KEY COMPETENCIES

1. Leadership skills and ability to work as part of a team as well as independently.
2. Problem-solving skills with pragmatic approach to project management and ability to manage tasks and deliverables to budget and project milestones.
3. Flexible and highly-organised with adaptability in project planning, resourcing and partnerships.
4. Some understanding of the financial sector and/or environmental issues.
5. Responsible and conscientious with keen attention to detail in all aspects of work.
6. Strong verbal and written communications skills, with ability to communicate effectively with people at all levels of an organisation through to board directors.
7. Ability to manage internal/external expectations and maintain tracking of time, resource and budgets.
8. Strong interpersonal skills with ability to engage audiences and listen to the views of other stakeholders.
9. Ability to travel internationally.
10. Sensitivity to multicultural working environment and gender equality.

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