



ROLE PROFILE

1. DETAILS

Job Title	:	Project Manager, TEEBAgriFood
Reports to	:	Policy Director, Capitals Coalition
Direct reports :		x2 Collaboration Officers, TEEBAgriFood
Grade	:	C2 £55k per annum
Status	:	Contractor
Term	:	3 year contract, full time
Location	:	Flexible. Desk space in London available.

(Contracting will be carried out through the ICAEW, a coalition organization that is the guarantee for grants and provides desk space and back office support)

2. PURPOSE

This is an exciting opportunity to be a forefront of influencing food system change.

Leading a small team the project manager will run a three year program of work focusing on the role of businesses within the food system. As part of delivering the project they will build relationships and networks, devise, create and deliver training, and host the debate on how capitals thinking can help to deliver systemic change.

This is part of a larger project coordinated by the *UNEP TEEB Office* for the EU Partnership Instrument-funded project *The Economics of Ecosystems and Biodiversity: promoting a sustainable agriculture and food sector*.

The main activities are:

- Activity 1: Develop Operational Guidelines for business
- Activity 2: Initiate country by country collaboration
- Activity 3: Run roundtables with businesses in the food sector and potential future business and biodiversity platforms
- Activity 4: Deliver a dedicated TEEBAgriFood/Natural Capital Protocol application training program for businesses in the food sector
- Activity 5: Gather practical cases of TEEBAgriFood/Natural Capital Protocol application within the food and beverage sector

The partner countries are: Brazil, Mexico, China, India, Indonesia, Thailand and Malaysia.

The Capitals Coalition unites the Natural Capital Coalition and the Social and Human Capital Coalition. It is a global multi-stakeholder collaboration to improve the way that business, finance and governments make decisions by including capitals thinking and application.

3. KEY TASKS

Leadership and project delivery 50%

- Lead a small team to successfully deliver the project on-time, and within scope and budget.
- Work closely with the Coalition team aligning with other ongoing projects.
- Develop strong relationships with the Coalition's Regional Platforms and networks in the partner countries to support the project and establish new networks where necessary.
- Support the UNEP TEEB team in the development of the operational guidelines for business.
- Plan, create content for, and deliver an engagement program of roundtables and training sessions on the capitals application with the business and finance communities in the seven partner countries.
- Create momentum and legacy so that work can continue after this project has completed.

Project management – 40%

- Develop a detailed project plan to monitor and track progress and measure performance.
- Ensure timely reporting and delivery of deliverables to the UN Environment Program, expertly managing relationships and mitigating potential risks.
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques, as they arise.
- Report and escalate to Policy Director risks or challenges.
- Oversee the logistics for the events, such as inviting participants, sourcing venues and catering, arranging travel plans and managing ad hoc requests from participants.
- Ensure follow-up and capture of the learning from these events, consolidate findings during the project to provide the deliverables required by the project.

Communications– 10%

- With the support of the Communications team, head up communications around on the project and Coalition activities in the partner countries.
- Act as an ambassador, speaking at events and representing the Coalition, and the project where necessary.
- Oversee the preparation of case studies and other materials from the piloting companies to be disseminated.
- Produce materials including thought leadership pieces, highlighting learnings and benefits of conducting capital assessments.

4. PERSON SPECIFICATION: KNOWLEDGE AND SKILLS REQUIRED

- Collaborative way of working, that is open, inclusive and respectful.
- Successful track record of managing multi-year, multi-stakeholder global projects with significant budget and line-management responsibility.
- Proven track record in building and managing external relationships and networks.
- The ability to undertake regular international travel: expenses will be provided.
- Experience of working either in, or with, business.
- Proven track record working in a fast-paced environment against tight deadlines.
- Strong understanding of the opportunities and challenges of capitals thinking.
- Strong public presentation, facilitation, training and writing skills.



4. How to Apply?

Please send a cover letter and curriculum vitae (CV) to info@naturalcapitalcoalition.org

The deadline for applications is 15th November 2019.

Please note that we are still finalizing the contract for this project and will start interviewing only once the contracting is completed.