This is an exciting opportunity for someone with proven project management experience to join our UK team to be part of our plastics initiative. This is a global reference point and recognised voice in the global debate on plastics. We work with 1000+ major businesses, governments, NGOs, scientists and other stakeholders around the world to address the root cause of plastic pollution by catalysing the transition to a circular economy for plastics.

We are looking for an exceptional project manager to join the ‘Research and Innovation’ part of our team. You will be part of a team that generates new insights and catalyses action by inspiring and challenging our stakeholders through developing thought leadership content, tools, assets and workshops. You will help to push the thinking by assessing available data and insights and translating them into compelling and accessible content to engage our target audiences.

Where other parts of the team are driving specific longer-term programmes, such as the Global Commitment or Plastics Pact network, this is the part of our team that works on a project-by-project basis. This is crucial to ensure the flexibility and agility required to seize opportunities as they emerge in a fast-evolving global debate on plastics. As such, this role enables you to shape and manage a variety of projects over time, that will differ in size, timelines, team setup and type of activities and deliverables. These projects can cover a wide range of different topics (e.g. from innovation, to policy, to pilots with businesses, etc.) and could be in collaboration with other parts of the team (Global Commitment, Plastics Pacts, Policy) or separate. Most often our projects involve a wide range of external stakeholders across industry, NGO and governments.

In other words, this is an exciting opportunity for a well-rounded project manager, with exposure across all parts of our plastics initiative.

**Role & Responsibilities:**

You will shape and manage a wide range of different projects, being responsible for developing specific deliverables, supporting and coaching more junior team members on the project, and engaging a variety of stakeholders, both externally (businesses, policymakers, NGOs and others) and internally (comms, design, other parts of the plastics team).

Reporting directly to the Research and Innovation Programme Manager, your main areas of work include:

**Project management:** shaping, planning and overseeing projects to ensure they achieve targeted objectives in a timely fashion, including managing small project teams.

**Facilitating pre-competitive, multi-stakeholder meetings and workshops.** Designing and planning the agenda and content of these meetings, and effectively navigating group conversations to productive outcomes.
Capacity building & knowledge transfer. Actively contributing to developing the Foundation’s and the plastic team’s expertise, with a focus on implementing solutions for a circular economy for plastics. Packaging knowledge and insights into reports, case studies, and other assets and tools.

Representing the Foundation and our plastics initiative externally. Being a representative of the Foundation and plastics initiative in meetings, on stage at events, and at conferences.

Your profile:
- Proven project management experience.
- Evidence of recent experience of working with and engaging a diverse set of stakeholders. The ability to interact effectively with individuals at various management levels across a variety of organisations (industry, NGO, policymakers) and geographies.
- Good analytical skills and ability to extract key insights from data and research and present these in an attractive and engaging way. Evidence of having written engaging documents in English.
- Relevant experience in plastics is a definite plus for this role and also a background in the circular economy.
- Strong organisational skills: the ability to manage multiple projects in parallel, establish priorities and effectively collaborating with different internal functions and departments.
- A good academic record and degree level qualifications in business, economics, science, political science, engineering or other relevant discipline.
- A minimum of 5 years of previous work experience is essential for this role. Recent experience within a business, consulting or innovation environment is preferred.
- Excellent written and spoken English; other languages would be a definite advantage.
- Willingness to travel overseas.

Please apply with CV and covering letter to: Barbara Calland (barbara@ellenmacarthurfoundation.org)

Desired starting date: asap
Closing date: 15th March 2022
Salary package: £40k+ dependent on experience level plus generous holiday allowance (25 days plus discretionary extra days leave) generous parental leave; enhanced pension options/private health scheme after 6 months; wellbeing programme
Location: This role is UK based.

What we do
The Ellen MacArthur Foundation develops and promotes the idea of a circular economy. We work with, and inspire, business, academia, policymakers, and institutions to mobilise
systems solutions at scale, globally. Our mission is to accelerate the transition to a circular economy. Our vision is a new economic system that delivers better outcomes for people and the environment. Business models, products, and materials are designed to increase use and reuse, replicating the balance of the natural world, where nothing becomes waste and everything has value. A circular economy, increasingly built on renewable energy and materials, is distributed, diverse, and inclusive.

Our commitment to you
The Ellen MacArthur Foundation is committed to promoting equal opportunities in employment and providing a working environment free from discrimination. Job applicants will receive equal treatment regardless of age, disability, gender, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation or any other characteristic protected by the laws or regulations in the locations where we operate.