

Programme Manager, Finance Initiative

UK based

To solve big problems like climate change, waste, and pollution, we need a big idea. It's time to rethink how we design, make, and use the things we need, from the food we eat to the clothes we wear. The Ellen MacArthur Foundation is a charity committed to building a circular economy, so we can create a better future for business, society and the natural world.

This is an opportunity for someone with proven multi-stakeholder engagement and programme management experience, and knowledge and expertise of the financial services sector (banking, insurance and/or investment) to join our Finance Initiative team.

The Foundation's Finance Initiative aims to scale finance for the circular economy. It currently focuses on three mutually reinforcing activity areas: promoting the concept of the circular economy within the finance sector; ensuring the integration of the circular economy into leading disclosure and measurement initiatives; and working with close partners to support uptake and implementation of the circular economy within the finance sector.

You will directly support the Lead to shape and deliver the strategy; manage the Finance Initiative's programme of activities; and support the team to deliver against programme objectives.

Role & Responsibilities

You will be responsible for supporting the delivery of the Finance Initiative strategy, with oversight of programme activities including: the development of thought leadership; alliance building; informing key external measurement and disclosure initiatives; development of communication campaigns; and representing the Foundation in public presentations, meetings with senior stakeholders, and on occasions to the media.

You will work closely with the Lead to evolve the Finance Initiative strategy, manage relationships with close partners, and facilitate knowledge exchange through workshops, online meetings and events.

The position will also involve line management responsibility for Project Managers and Analysts within the Initiative, and other staff where relevant.

Main areas of work

- **Programme Delivery** - Oversee the delivery of multiple workstreams, including supporting the team to deliver against programme objectives, project planning and management. Support alignment of the work across the entire Finance Initiative to maximise impact of deliverables.

- **Strategic Thinking and Thought Leadership** - With support of the Finance Initiative Lead and the broader team, develop the strategy for the work streams under your responsibility. Contribute to the development of the broader Finance Initiative strategy. Understand the landscape and pressure points across the finance industry and non-financial reporting field to make informed decisions. Lead the development of industry leading perspectives and research for the initiative, for example drafting of position papers and/or policy briefings reinforcing the interconnection between circular economy and climate change, biodiversity loss, waste, pollution and other systemic challenges.
- **Relationship Management and Development** - Coordinating international outreach, alliance building and stakeholder management, including engagement with policymakers, international organisations, financial institutions, and NGOs. Represent the Foundation at key meetings and events, and on occasions with the media, to consistently promote the circular economy and its relevance for the finance industry. Regular international travel to events and to engage local stakeholders may be required.
- **Line Management and Team Development** - Direct management of team members, taking responsibility to coach and support them in their personal and professional development.

Person specification

- A minimum of 5 years relevant work experience, with proven knowledge of the financial services sector (banking, insurance and/or investment) and key finance concepts.
- Project management experience with proven capability of managing multiple projects in parallel with tight deadlines, ensuring high-quality results, and effectively collaborating with various different internal functions and departments.
- Relationship management experience, particularly in the context of global, multi-stakeholder initiatives; the ability to interact effectively with individuals at various management levels across a variety of organisations and geographies.
- Communication and facilitation skills, including public speaking; evidence of having written engaging documents.
- Strong analytical skills and attention to detail; ability to process and summarise complex information, adapting it to legal/policy proposals and standard-setting work.
- Excellent written and spoken English

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

Desired starting date: As soon as possible
Closing date: 31st March 2022
Salary package: Circa £50k dependent on experience plus generous holiday allowance (25 days plus discretionary extra days leave), generous parental leave, enhanced pension options/private health scheme after 6 months, and wellbeing programme.
Location: Remote (UK-based), with regular travel to and from Cowes or based in Cowes, Isle of Wight.

**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.