

Project 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.

We are looking for an exceptional project manager 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.

Going into the next three-year phase of the Finance Initiative, this is an exciting opportunity for someone with proven multi-stakeholder engagement and project management experience, and knowledge and expertise of the financial services sector (banking, insurance and/or investment), to help shape and manage a pipeline of projects and activities that support the Finance Initiative strategy. These projects are likely to be highly varied, covering a wide range of topics, including financing circular economy solutions in plastic packaging, fashion, and food, and reinforcing the interconnection between circular economy and climate change, biodiversity loss, waste, pollution, and other systemic challenges from a financial sector perspective. These projects will differ in approach, size, timelines, team setup and type of activities and deliverables depending on the defined objectives. Most often our projects involve a wide range of external stakeholders across the financial sector, business, NGOs, and governments.

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 (financial institutions, investors, businesses, policymakers, NGOs and others) and internally (comms, design, policy, systemic initiatives teams and others).

Reporting directly to our Finance Initiative Lead, your main areas of work include:

- **Project management** - shaping, planning and overseeing projects to ensure they achieve targeted objectives, including managing small project teams. Support alignment of the work across the entire Finance Initiative to maximise impact of deliverables.

- **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.
- **Strategic thinking and thought leadership** - Understand the finance industry landscape and support the development of industry leading perspectives and research for the initiative, for example drafting of position papers and/or policy briefings that reinforce the interconnection between circular economy and climate change, biodiversity loss, waste, pollution and other systemic challenges.
- **Relationship management and development** - Coordinating outreach, alliance building and stakeholder management, including engagement with financial institutions, investors, policymakers, international organisations, and NGOs.
- **Line management and team development** - Direct management of team members, taking responsibility to coach and support them in their personal and professional development.
- **Representing the Foundation and our Finance Initiative externally** - Represent the Foundation at key meetings, on stage at events, at conferences, 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.

Person specification

- A minimum of 3-5 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 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.
- 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 May 2022
Salary package:	Up to £45k 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: 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.

If you would like to learn more about the Ellen MacArthur Foundation or the circular economy, please visit www.ellenmacarthurfoundation.org