We are looking for two exceptional project managers to shape and manage the cross-functional development and implementation of a new and inspiring mechanism to raise ambition levels and boost business performance towards the circular economy.

This is an exciting opportunity to be part of a new initiative to increase circular economy performance globally, eliminating millions of tonnes of waste and greenhouse gas emissions, and building a thriving society and economy.

The circular economy gives us the tools to tackle climate change, biodiversity loss, waste, and pollution, while delivering better outcomes for business, people and the environment. It builds a resilient global system by applying three design principles:

- Eliminate waste and pollution,
- Circulate products and materials,
- Regenerate nature.

It is underpinned by a transition to renewable and regeneratively produced energy and materials, decoupling economic activity from the consumption of finite resources.

We are now in the decade of action. Measuring circular economy performance and raising ambition levels is more important than ever before.

**Role & Responsibilities**

As part of the Circular Economy Performance Measurement team, you will lead and coordinate the development and implementation of multiple, multi-functional project components of this brand-new initiative. You will develop and present implementation options, design and coordinate workflows and timelines, unite teams behind success criteria and milestones, facilitate cross-functional discussions, and set up the structures and processes needed to enable a smooth and timely delivery for your deliverables.

This position may involve team management responsibilities, leading and coaching a small team of analysts, supporting them to assess available data, interview senior industry/topical experts, and generate new insights. It will also involve translating insights into compelling and accessible content, developing materials, workshops and tools to engage businesses, investors, policymakers and other target audiences.

Together with like-minded colleagues who share a passion for accelerating the transition to the circular economy, this role will suit someone who is excited by developing something new, structuring complex problems into simple workflows, and leading cross-functional, multi-stakeholder collaboration.

Your main areas of work include:

**Project management:** Leading multi-stakeholder projects, including developing an approach aligned with the Foundation’s strategy, creating a plan, and overseeing the delivery to ensure the successful achievement of targeted objectives in a timely, coordinated way across multiple functions and stakeholders and feeding into the wider programmes’ strategy and plans. Where required, leading and coaching a small team.
**Capacity building & knowledge transfer**: Leading the development of new frameworks and mechanism, packaging knowledge and insights into compelling materials, assets and tools.

**Relationship Management and Development**: Building trusted relationships with key project partners, incl.

- **Internally**: Understanding the needs of multiple functions and uniting cross-team members behind a joint workplan; and
- **Externally**: Effectively collaborating with a variety of stakeholders at different management levels from businesses, not-for-profit organisations, policymakers, academics, and others).

**Facilitating multi-stakeholder meetings and workshops**: Designing and planning the agenda and content of these meetings, and effectively navigating 1:1 and group conversations to productive outcomes.

**Representing the Foundation** and our initiative in meetings and on stage at public events.

**Your profile**

- A good academic record and degree level qualifications in business, economics, science, engineering, political or social science, or other relevant disciplines.
- 3-5 years of previous work experience, for example, within consulting, business, public sector or the not-for-profit sector.
- Proven project management experience, showing strong organisational skills, the ability to manage multiple deliverables in parallel, establish priorities and effectively unite cross-functional team members behind a joint workplan.
- Strong interpersonal and communication skills: The ability to effectively facilitate 1:1 and multi-stakeholder discussions, interacting with individuals from a diverse set of functions and at various management levels.
- Good analytical skills and the ability to structure complex projects into simple workflows, extract key insights from data and research, and present these in an attractive and engaging way.
- Excellent written and spoken English; other languages would be an advantage.

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

Desired starting date: asap
Closing date: 28th March 2022
Salary package: circa £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: UK based after an initial induction period 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.