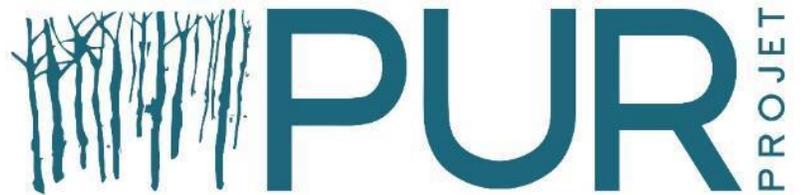


## JOB DESCRIPTION



**PROGRAMS MANAGER, EUROPE**

Location: PARIS, FRANCE

MAY 2019

CONTACT:

[Recruitment\\_programs@purprojet.com](mailto:Recruitment_programs@purprojet.com)

## PUR PROJET

PUR Projet is a global leader in supply chain sustainability. We develop socio-environmental projects within the supply chains of our Corporate Partners. Through the economic and social empowerment of local communities and the introduction of sustainable development initiatives at the agricultural level, PUR Projet seeks to address climate change, while regenerating and preserving the ecosystems upon which these supply chains depend. Many of PUR Projet's projects fall within the categories of inseting, regenerative agriculture, agroforestry, forest conservation and landscape restoration.

PUR Projet is an impact driven social business and B Corp, based in Paris, France; with offices in Toronto, Singapore, Bogota and Thailand. We operate programs in >40 countries. PUR Projet has a depth of experience in South America, Asia, Africa and Europe; PUR Projet's clients range in size but include large programs with entities such as Nespresso, Burberry, Ben & Jerry's, L'Oréal, Chanel, AccorHotels and Caudalie.

More information on PUR Projet and our work can be found on our website at [www.purprojet.com](http://www.purprojet.com).

## ROLE

PUR Projet is looking for a highly motivated, creative and socially engaged candidate for the position of Programs Manager Europe.

## DUTIES & RESPONSIBILITIES

<b>SUMMARY OF RESPONSIBILITIES:</b>	Design, coordinate and manage programs on behalf of PUR Projet's new and existing clients; for the purposes of restoring and protecting ecosystem services and supporting sustainable livelihoods of smallholder farmer communities.
<b>INDIVIDUAL RESPONSIBILITIES:</b>	<b>BUSINESS DEVELOPMENT &amp; PROGRAMS MANAGEMENT</b> <ul style="list-style-type: none"><li>- Develop by yourself and support senior programs managers on key initiatives and business development opportunities (strengthen supply chains, social development, environmental or agronomic research) by conducting desk review, data analyses, and by producing proposals, contracts and budgets.</li><li>- In coordination with programs officer, ensure the day-to-day follow-up of programs, which includes tracking and reporting with rigour on field activities and budgets</li><li>- Prepare key deliverables in view of major meetings and steering committees with corporate partners, such as budget reporting, program updates and presentations, and additional proposals. Reporting is done by following standard reporting frameworks and/ or standards used by PUR Projet's corporate partners.</li><li>- Pro-actively evaluate program activities and propose valuable additions to the programs to elicit a greater impact on farmer livelihoods or the ecosystem.</li></ul>
	<b>LIAISON PROJECT TEAM</b> <ul style="list-style-type: none"><li>- Work closely with the project teams and provide them with input on measurable indicators that could be valuable for sustainability programs of PUR Projet's corporate partners</li></ul>

	<ul style="list-style-type: none"> <li>- Stay updated about the implementation of projects and so undertake regular field visits to the projects you are staffed on</li> </ul>
	<p><b>PARTNERSHIP MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>- Develop new partnerships and coordinate with current partners on the evolution, governance, administration and coordination of partnership activities.</li> </ul>

<b>TEAM RESPONSIBILITIES:</b>	<p><b>EXTERNAL COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>- Represent PUR Projet at events organized by clients and/ or other partners; &amp;</li> <li>- Ensure the development of marketing and communication materials related to PUR Projet's work in general, and with specific reference to clients programs in your scope.</li> </ul>
	<p><b>SUPPORT INNOVATION</b></p> <ul style="list-style-type: none"> <li>- Be an active member in knowledge management workgroups to continually improve PUR Projet's internal tools and procedures, to ensure PUR Projet continues to offer cutting-edge services and opportunities to its clients and partners;</li> </ul>
	<p><b>CULTURE &amp; COMMUNITY</b></p> <ul style="list-style-type: none"> <li>- Support a healthy, fun and effective work environment as part of the PUR Projet Team;</li> <li>- Participate in internal workshops, seminars &amp; social events to help carry PUR Projet's strong sense of community; &amp;</li> <li>- Demonstrate your individual character, nature and ideology within the company and support others to do the same.</li> </ul>

<b>REPORTING:</b>	The successful Candidate will report to a senior programs management and/or senior business development team member from Paris office.
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**QUALITIFICATIONS**

<b>EDUCATION:</b>	<p>Graduated from Business School, Engineering School or international renowned university in Europe, the USA or Asia, having at least a Master in International Development or Business Economics. Masters in Environmental Engineering, Agriculture or other related fields will also be considered.</p> <p>An undergrad degree in Business Economics or Financial Management is considered a plus.</p> <p>Degrees in political science, or other social sciences, will be considered if relevant additional professional experience in the field of development or agronomy is present.</p>
<b>EXPERIENCE:</b>	A minimum of 4 years' experience in the development and administration of sustainability programs with corporate clients.

	Any experience related to carbon, climate, agroforestry, cocoa, coffee, social and environmental policy, innovative business development and corporate social responsibility will be seen as an asset.
<b>HARD SKILLS:</b>	Proficient in the use Microsoft Word, Excel and Powerpoint; social media applications; and comfort with cloud-based data storage applications such as Google Drive. Excellent writing skills, strong ability to analyze and synthesize findings.
<b>SOFT SKILLS:</b>	We are seeking an individual who takes strong responsibility and accountability for his/her work. An individual who is driven to protect and restore ecosystems and improve livelihoods, self-reliant and comfortable working both autonomously and in a team. Strong interpersonal skills and a social entrepreneurial attitude will both be seen as a strong asset due to the nature of the work and interaction with clients, partners and beneficiaries of the projects.
<b>LANGUAGES:</b>	Candidates must be fluent in English. A professional fluency in French, Spanish and Portuguese is considered a strong asset for this position.

## **WORKING CONDITIONS**

The successful candidate will work out of the Paris Office, but will be expected to travel on a regular basis, between 25-30% of their time.

Candidates will be expected to be comfortable working both in the office and in outdoors, on projects in the field, in varying conditions.

## **CONTRACT**

We are looking for an individual to fulfill a full-time position and that should start as soon as possible.

## **REQUIREMENTS & CERTIFICATIONS**

Candidates must have a valid passport and the legal right to work in France. Candidates must have the ability to travel to Canada and the EU at minimum.

## **RECRUITMENT PROCESS**

PUR Projet kindly asks that interested candidates submit their CV and a cover letter, describing their motivation and relevant experience, by email to [recruitment\\_internship@purprojet.com](mailto:recruitment_internship@purprojet.com). with the subject 'PROGRAMS MANAGER EUROPE – LAST NAME, FIRST NAME'.

It is kindly requested that all submissions are made by May 20th, 2019. All CVs will be reviewed by the PUR Projet Team. Those candidates shortlisted will receive an email within 2 weeks of submission, to request a telephone interview. The final two stages of the recruitment process will be an in-person interview and case study. Please prepare 2/3 references.