

JOB DESCRIPTION



SENIOR PROGRAM MANAGER (Maternity Coverage)

Location: Toronto, Canada

Starting date: ASAP 2021



CONTACT:

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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 insetting, regenerative agriculture, agroforestry, forest conservation and landscape restoration.

PUR Projet is a B Corp Company which employs over 110 people and a presence in 10 countries.

More information on PUR Projet and our work can be found on our website at www.purprojet.com.

ROLE

PUR Projet is seeking an ambitious, creative and engaging, impact driven individual with experience in management of projects and people. This role includes providing high quality consulting services to clients, with the execution of deliverables in complex topics regarding regenerative agriculture and carbon in working with PUR Projet's new and existing clients, and partners, and in the development of positive impact programs in their agricultural supply chains.

This role is a maternity leave cover of 12 months and may result in a full-time position after the one-year cover is complete.

The successful candidate will support a dynamic team of PUR Projet staff, coordinate with clients, partners, and field teams on the development of new programs and strategy, administration and management of these programs, the implementation of underlying projects; and support the ongoing monitoring and communication of the projects and programs over time.

DUTIES & RESPONSIBILITIES

SUMMARY OF RESPONSIBILITIES:	Interface with clients, partners, donors on the design, development, implementation, management & monitoring of ecosystem-based positive impact strategy and programs on a global basis.
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INDIVIDUAL RESPONSIBILITIES:	PROGRAM MANAGEMENT <ul style="list-style-type: none">- Coordinate within PUR Projet's Team, and collaborating partners, on the design and implementation of existing programs on behalf of these clients/partners, or potential investors;- Execute on deliverables and key contract terms with existing Clients;- Provide strong interface between field realities and client needs;- Support leadership on consulting opportunities by providing technical guidance and expertise to clients and partners;- Support clear communication with Clients;- Model inputs and outputs for program implementation, developing and managing program budgets.
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	<p>BUSINESS DEVELOPMENT:</p> <ul style="list-style-type: none"> - Engage existing and potential clients/partners on strategy related to their social and environmental impact, and develop practical and implementable solutions to 'inset' their impacts within their own sphere of influence; & - Support the development of carbon strategy plans, carbon valuation programs and overall carbon accounting at a program level aligned with key industry frameworks; <p>TEAM SUPPORT</p> <ul style="list-style-type: none"> - Provide guidance and leadership to achieve existing goals, commitments and targets with external partners; - Support North American team on key initiatives and business development opportunities including but not limited to: <ul style="list-style-type: none"> o supply chain, social development, environmental and agronomic research; o the development of internal and external communication material; o development of formal proposals, contracts & program budgets. - Support team engagement, management and strategy; - Report on financial and impact achievements to global Programs Director
	<p>PARTNERSHIPS MANAGEMENT</p> <ul style="list-style-type: none"> - Coordinate with Partners on the evolution, governance, administration and coordination of Partnership activities; including but not limited to strategy, accounting and measurement of environmental/social impacts, development of project portfolios and long-term coordination of projects teams. - Promote regenerative agriculture research, program design, implementation and reporting aligning with key industry frameworks;

<p>TEAM RESPONSIBILITIES:</p>	<p>EXTERNAL COMMUNICATION & REPRESENTATION</p> <ul style="list-style-type: none"> - Represent PUR Projet in meetings with existing and potential clients, and with beneficiaries in the field; & - Support the development of marketing and communication materials related to PUR Projet's work in general, and in with specific reference to projects, to support Clients' external communications.
	<p>SUPPORT INNOVATION</p> <ul style="list-style-type: none"> - Work with the international team to continually improve PUR Projet's projects, management and communications tools and procedures, to ensure PUR Projet continues to offer industry leading services and opportunities to its Clients and Partners; & - Be creative and bring forward opportunities and concepts that can improve the impact and sustainability of PUR Projet's projects.

	<p>CULTURE & COMMUNITY</p> <ul style="list-style-type: none"> - Share North American team activities at the PUR Projet global level; - Support a healthy, fun and effective work environment as part of the PUR Projet Team; - Participate in internal workshops, seminars & social events to help carry PUR Projet's strong sense of community; & - Demonstrate your individual character, nature and ideology within the Company and support others to do the same.
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REPORTING:	The successful Candidate will report to Andrew Nobrega, Global Programs Director for PUR Projet. The successful Candidate will also be expected to closely collaborate with a number of colleagues based in the Paris and other Global Offices.
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QUALITIFICATIONS

EDUCATION:	<p>≥ Bachelors (or equivalent) degree in Science, Social Sciences, Anthropology or International Policy, A Masters-level (or equivalent) degree in a similar, related, or relevant field, and/or an MBA/MPA is considered a strong asset.</p> <p>Degrees in other fields will be considered if relevant additional professional experience in the field of environmental conservation/restoration, agriculture and/or corporate sustainability are present.</p>
EXPERIENCE:	<p>Minimum of 6 years' experience in the development and administration of sustainable programs with corporate clients, and/or experience in B2B sales and consulting on sustainability topics.</p> <p>Any experience related to social and environmental policy or consulting, innovative business development and corporate social responsibility will be seen as an asset.</p>
SKILLS:	<p><i>Science & Ecology:</i> Proficiency in the topics of environmental impact measurement/monitoring ecosystem services, sustainable/regenerative agriculture, climate change, water resources, biodiversity, &/or related international policy frameworks, considered a strong asset.</p> <p><i>Social:</i> Specific knowledge & experience in topics related to gender, worker rights, child labour, & beneficiary accounting, seen as a strong asset.</p> <p><i>Reporting & Impact Accounting:</i> An understanding and comfort with statistics and social, scientific and/or economic research methodologies is seen as an asset. Comfort with frameworks for ecosystem service modelling and impact metrics a benefit.</p>

	<p>Comfort with topics related to the Sustainable Development Goals, Global Reporting Framework, Fair Trade Certification, Principles of Responsible Investment, considered valuable. Experience with Carbon Certification frameworks seen as a very strong asset.</p> <p><i>Digital Tools:</i> Proficient in the use of Microsoft Word, Excel and Powerpoint; and comfort with cloud-based data storage applications such as Dropbox or Google Drive. General competence in the use of graphic design tools such as Adobe Photoshop and Illustrator, as well as GIS and Remote Sensing Software seen as an asset but not necessary.</p>
PERSONAL CHARACTERISTICS:	<p>We are seeking an individual who takes strong responsibility and accountability for their work. An individual who is driven, self-reliant and comfortable working both autonomously and in a team. An individual with leadership and management experience and comfort with working with multiple stakeholders.</p> <p>Strong interpersonal and leadership skills, and a passion for collaborative work will be seen as a strong asset due to the nature of the work and interaction with clients, partners and beneficiaries of the projects.</p> <p>Experience in working with international teams and in different cultures considered valuable.</p>
LANGUAGES:	<p>Candidates must be fluent in English.</p> <p>Proficiency in French, Spanish and/or Portuguese is seen as a strong asset.</p>

WORKING CONDITIONS

The successful candidate will work out of the Toronto Office but will be expected to travel on a regular basis, potentially up to 30% of their time.

CONTRACT

This will begin as a maternity leave cover. Possibility of full-time contract after 1 year.

REQUIREMENTS & CERTIFICATIONS

Candidates must have a valid passport, legal right to work in Canada and a valid driver's license. Candidates must have the ability to travel in the USA, UK and 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.

The position is to be filled as soon as possible so interviews will start immediately for shortlisted candidates.

The final two stages of the recruitment process will be a case study and a fit team test. Please be prepared to have three references available upon request.