



Linking local priorities to global challenges

Project Manager

Job details

Group	Green Economy Coalition (GEC)
Reports to	Convenor - Green Economy Coalition
Responsible for	N/A
Purpose of job	To manage the plans, projects, budgets and finances of the GEC.
Main contacts	<p>Internal: Colleagues within the GEC and the Shaping Sustainable Markets (SSM) Group, and colleagues within IIED particularly Finance staff, Strategy and Learning Group staff and Communications staff.</p> <p>External: Colleagues within UNEP, GGGI, academic, NGO and government partner organisations in the UK and elsewhere; UN agencies, international NGOs and other international organisations and national organisations working in the fields of Green economy, green growth, natural capital, inequality, informality, inclusion.</p>
Contract type	Permanent
Hours	Full time
Location	Central London
Grade and salary	Grade 4 £35,397 - £43,977 per annum plus benefits, depending on experience

Context

The Green Economy Coalition (GEC) is a network of over 50 collaborating organisations, with a secretariat hosted by IIED and based in IIED's Shaping Sustainable Markets Group. The GEC works to supporting dialogue, exchange and adoption of policy on green economy.

The Coalition has three core activities and five policy areas. The coalition's core activities are supporting dialogue, developing communications and knowledge platforms, and supporting consensus building on effective green economy policy. The five policy areas are: Measurement (Measure What Matters), Finance reform (Moving the Money), Greening sectors, Inequality (Green Must Be Fair), and Nature (Economics for Nature).

The GEC has an ambitious three year strategy, a secure funding pipeline and a series of new projects around natural capital and national dialogues.

A big part of the GEC 2016 - 2020 strategy focuses on communicating more effectively with the people we want to reach. We want to become the home of inspiring, informative and entertaining content on the green economy transition. We are in the process of overhauling our website, rethinking our messaging, and developing first class communication products.

Main responsibilities

Management and coordination (60%)

- Manage the project planning including the financial and contractual aspects for complex projects and work programmes under own responsibility.
- Together with the GEC Convenor and Programme Director plan and manage the GEC's overall work plan and ensure quality of outputs.
- Manage the GEC IIED National Dialogue processes and partners to support the delivery of the contract plan.
- Ensure GEC projects are structured, planned and resources budgeted.
- Manage the project timescales and deliverables to successful completion ensuring quality standards are met, and, working with the Senior Coordinator, manage the budgets
- Manage the preparation and processing of subcontracts and delegate responsibilities and tasks to others as necessary.
- Monitor progress against donor contracts, keep track of and act on contract milestones, compliance issues and reporting deadlines.
- Liaise with donors and subcontractors in relation to contractual matters.
- Reporting project progress and issues to the GEC team, funders and partners as required
- Draft financial and narrative documents for reporting on relevant programmes of work for managers and funders.
- Contribute to the management and/or workplans of other relevant organisations
- Communicate with funders as outlined in funding agreements
- Manage personal administrative tasks related to own work.

Finance (20%)

- Together with the Senior Coordinator in the Shaping Sustainable Markets Group;
 - Oversee budget and financial management for complex projects and work programmes under own responsibility.
 - Develop and manage overall work plans and budgets, inform and advise team on potential issues and solutions.
 - Ensure projects and programmes operate within approved budgets.
 - Prepare documentation for audits and financial reporting to donors.
 - Manage the relationship with project funders, subcontractors and partners for all finance-related matters and delegate tasks to others as appropriate.
 - Coordinate and delegate as appropriate project and team financial administration.
 - Proactively seek the advice of the Finance Group and the involvement of team / projects leaders and managers for these and other tasks as necessary.

Event management (15%)

- Manage events, and network relationships: oversee the organisational, logistical, financial and practical aspects of event management. Contribute to the technical aspects as relevant.
- Facilitate effective exchange between project partners, including running monthly and annual meetings
- Participate in all range of events, nationally or internationally, and contribute to their facilitation, running, reporting and follow-up as necessary.

Contributions to institutional life (5%)

- Participate in group and cross-organisational activities and processes as required.
- Participate in organisation-wide projects, initiatives or working groups for the development, implementation and improvement of systems and business operations.
- Contribute to strategy reviews and development through group meetings and discussions.
- Act as the interface between own projects and teams and the rest of the institute.
- Act as a coach or a mentor to colleagues.

The job description defines the level of responsibility and area of involvement of the post; the details of the duties may change over time and do not form part of the contract between IIED (GEC) and the post holder.

Person specification

Skills and experience

	Essential	Desirable
Qualifications	Relevant graduate degree or equivalent level of education	Project management qualification Formal training qualification
Knowledge	Comprehensive knowledge of policy, legislation, work practices and procedures relevant to own role Awareness of the actors, institutions and issues in the green economy and international development sectors Advanced knowledge of business software (word processing, spread sheets, presentation software, databases and communications)	
Experience	Project management experience including the management of contracts, budgets and people (e.g. staff and/or external consultants)	Experience of working in an international context. Experience of managing EU-funded projects
Skills	Very good oral and written communication skills: Fluency in English to convey complex messages in a clear, concise and effective manner to different audiences. Experience of writing and editing others' work. Proven ability to manage multi-stakeholder projects, dealing with staff, collaborators and partners from a wide range of backgrounds and cultures. Proven ability to work in multidisciplinary and multicultural teams and effectively managing the related challenges and opportunities Ability to think ahead to anticipate issues and opportunities and delivering to tight deadlines Excellent planning and organisational skills to manage own workload and co-ordinate the work of the objective team. Proven interest in self continuous improvement and developing others Willingness and ability to travel occasionally as appropriate Sound financial and budget management skills	Working knowledge of another relevant international language

Behavioural competencies

Competency	Description	Level required
Delivering excellence	A concern for delivering high quality work and improving performance. Consistently looks for ways to add value to colleagues, partners and stakeholders	2
Flexible thinking	The ability to understand and appreciate issues from a wide range of perspectives and adapt one's thinking and approach based on this understanding	3/2
Initiative	Thinks ahead and takes decisive action to make the most of opportunities and avoid future issues	3/2
Working collaboratively	A desire to work cooperatively with others to maximise the effectiveness of IIED, build knowledge and understanding and minimise duplication of effort	3/2