

JOB DESCRIPTION:

PROJECT MANAGER – Natural Capital Declaration (NCD)

Location: Oxford, UK

Type: Full time for 12 months (with possibility of extension)

Salary: Up to £35 - 40,000 annually - dependent upon experience

Please send your CV and a cover letter, detailing how you meet the essential criteria on the job description, to jobs@globalcanopy.org by **28 February 2013**.

Proposed starting date: 11th of March 2013 or as soon as possible

Only candidates that are eligible to work in the UK will be considered for this position.

THE GLOBAL CANOPY PROGRAMME

Global Canopy Programme is a tropical forest think-tank working to demonstrate the scientific, political and business case for safeguarding forests as critical natural capital that underpins water, food, energy, health and climate security for all. We work through our international networks – of forest communities, science experts, policymakers, and finance and corporate leaders – to gather evidence, spark insight, and catalyse action to halt forest loss and improve human livelihoods dependent on forests.

UNEP FINANCE INITIATIVE

The United Nations Environment Programme Finance Initiative (UNEP FI) is a unique global partnership between the United Nations Environment Programme (UNEP) and the global financial sector. UNEP FI works closely with over 200 financial institutions who are Signatories to the UNEP FI Statements, and a range of partner organisations to develop and promote linkages between sustainability and financial performance. Through peer-to-peer networks, research and training, UNEP FI carries out its mission to identify, promote, and realise the adoption of best environmental and sustainability practice at all levels of financial institution operations.

ABOUT THE NATURAL CAPITAL DECLARATION

The Natural Capital Declaration (NCD) is a finance-led initiative to integrate natural capital considerations into investment, banking and lending decisions. Signed by CEOs, it is the cumulative result of over 18 months of engagement with the financial community worldwide, as it commits to “acknowledge and re-affirm the importance of natural capital in maintaining a sustainable global economy.” Phase I focussed on gaining awareness and culminated with the launch of the NCD at the Rio+20 Earth Summit. Phase II is now under way and focuses on developing metrics to enable financial institutions to integrate the four core commitments of the NCD to understand, embed, account for and report on natural capital.

THE PROJECT

UNEP Finance Initiative and the Global Canopy Programme (GCP) are seeking a Project Manager to lead the implementation of a three year project entitled “*NCD Roadmap to Account for Nature – Mainstreaming natural capital integration, accounting and reporting throughout the financial sector*”.

The aim of the project is to develop a range of methodologies to enable banks, investors and insurers to mainstream the integration of natural capital throughout all major and relevant asset classes, including fixed income, private equity, debt and insurance in association with NGOs, academic institutions and governments. In addition, the process aims to catalyze the development of an accounting framework that includes natural capital criteria – effectively mainstreaming a new way for investors and accountants to assess the value of companies, whether public or private. Related to this, a disclosure and a reporting framework that includes natural capital (as part of other material ESG criteria) is important to increase the availability and comparability of data on natural capital by companies for financial institutions.

Currently 41 financial institutions have endorsed the Natural Capital Declaration. In addition, more than 20 non-financial institutions – including accounting bodies, firms, NGOs and research organisations – have committed their support to this initiative. As the NCD moves towards providing guidance on implementation, there is an equal need to focus on developing the metrics to enable integration as well as encourage other financial institutions to endorse it. The NCD aims to start a process that will fundamentally stimulate the financial industry to better understand the materiality of natural capital and integrate it in all relevant products and business processes, including moving finance, insurance and investments towards a more stable ‘natural capital positive’ future.

YOUR ROLE

While the successful candidate will be working on the NCD, which is now jointly managed by UNEP FI and the Global Canopy Programme, this post will be based at the Global Canopy Programme’s offices in Oxford. The successful candidate will be responsible for coordinating and implementing the start up of the NCD implementation phase. This will include the following activities:

1. Management of the start up process of all the activities as set out in the NCD Roadmap Business Plan over an initial 12 month period in close coordination with UNEP-FI and GCP team.
2. Establishment of teams to implement four NCD Working Groups (WG) as set out in the Business Plan on:
 - a. Understanding the Issues
 - b. Embedding natural capital considerations into products and services
 - c. Accounting for natural capital non-financially and financially
 - d. Reporting on natural capital non-financially and financially
3. Implementation of WG 1 on ‘Understanding the Issues’ for which GCP will be the Project Manager.
4. Co-ordination of all Working Groups to integrate findings and communicate progress and among other stakeholders.
5. Support efforts to fundraise for the NCD Roadmap budget.

The NCD Project Manager will fall under the direct supervision of the Global Programme Director at GCP and the Ecosystem Management Advisory Group at UNEP FI, with overall direction provided by the Director of GCP and Head of UNEP FI.

RESPONSIBILITIES

- **MANAGING WORKPLAN** – You will be responsible for creating a costed workplan, with the GCP Global Programme Director and its CFO, to implement the activities as set out in the NCD Roadmap Business Plan. You will be supported by the established

NCD team at the UNEP Finance Initiative in Geneva, our key project partner, and by other members of the GCP team.

- **ESTABLISHMENT OF WG TEAMS** – Working closely with UNEP FI and GCP, you will identify individuals drawn from the endorsing financial institutions supporting the Natural Capital Declaration, and other supporting organisations, to establish the four working groups envisaged in the Business Plan and then take a co-ordinating role keeping team leaders informed of goals, objectives and time lines.
- **CO-ORDINATION OF ALL WGs** – You will be responsible for communications by e-mail, telephone conference, webinars and blogs among WGs to ensure goals are being met on schedule and on budget and to be the driver behind all their work, fully supported by other members of the GCP and UNEP FI staff responsible for oversight of this project. You will also be responsible for co-ordination of communications to stakeholders outside the WGs such as endorsers of the NCD, governments, NGOs and Academia engaged in the project.
- **IMPLEMENTATION OF WG 1** – Working with the Chair of WG 1 and with GCP as Project Manager, you will ensure the activities of WG1 are carried out to identify the impacts and dependencies on natural capital most relevant to the financial sector and explore how these could be identified within their investment and lending portfolios. Working with one Financial Institution, you will co-ordinate implementation of one case study demonstrating these impacts and dependencies as identified by that institution.
- **FUNDRAISING** – The budget for the NCD Roadmap is some \$2.2 million to 2015. You will need to support fundraising efforts by GCP and UNEP FI to help raise these funds from Governments, the Private Sector and Foundations. This may require preparation of proposals or reports and visits to potential donors.
- **ENGAGING THE FINANCE SECTOR** – Supported by our project partners, you will be responsible for engaging the finance sector to support the aims and objectives of the NCD and its Roadmap aiming to secure new endorsing signatories.

KEY SKILLS AND EXPERIENCE

Essential:

- Relevant degree in economics, finance, environmental policy or similar.
- Minimum of 5 years experience in multi-stakeholder management of projects in the field of finance sector sustainability or natural capital/environmental accounting.
- Good knowledge of three or more of the following priority themes: environmental impacts and dependencies of the finance sector, corporate impacts on natural capital, government policy related to natural capital, drivers of tropical deforestation.
- Excellent organisational skills, with experience of managing a complex international workload of priorities, with minimal supervision.
- Excellent written and verbal communication skills, including presentations and public speaking.
- Experience and confidence communicating with high level finance, corporate and government sector individuals in the working groups.
- Availability for regular international travel.

Desirable:

- MSc degree in environment, economics, climate change, development or similar.



- Language skills in either French, Spanish, Japanese, Mandarin or Portuguese an advantage.
- A demonstrable interest in topics relevant to GCP's core thematic areas.
- Enthusiasm, good humour and the ability to work within an NGO culture.

Contract Term: 1 year

- This is a full time post, initially for 12 months with an intention to extend to three years dependent upon performance and the availability of funds.
- The proposed start date is 11th March 2013.

Useful weblinks:

[NCD Roadmap](#)

[NCD Business Plan \(summary\)](#)

[NCD Website](#)