



Job title: Project Officer
Salary: EUR 31.840-37.960 | GBP 26.780-31.930
Status: Fixed term contract
Term: Full time | 37.5 hours per week, until 31st of December 2023 possibility of extension
Location: Home based in the Netherlands or the United Kingdom
Start date: 1 October 2022

A new opportunity has arisen to kick-start your career with the [Capitals Coalition](#) a purpose driven global collaboration transforming the way decisions are made by including the value provided by nature, people and society.

Our ambition is that by 2030 the majority of business, finance and government will include all capitals in their decision making, and that this will deliver a fairer, just and more sustainable world.

Would you like to be part of an organization that sits at the heart of an extensive global network to learn, share and drive transformational change on reducing inequality, climate change mitigation and protecting our natural world?

This position is created to support the delivery of two new European Commission (EU Horizon) funded projects. Both projects offer the opportunity to become part of a growing network of natural capital and ecosystem services experts and to increase your knowledge of the practical application of the capitals approach and ecosystem services.

For both projects you will support a dedicated part of the implementation. You work closely with the project consortium partners, project team and stakeholders on topics like project tasks implementation, progress reporting and planning. You provide hands on support to the Project team and their stakeholders. In all, you support senior management in effective decision making. You actively come up with suggestions for improvement initiatives and tasks.

We are looking for a well-organized, dynamic and engaging **Project Officer** to support the delivery of the two projects.

The projects

SELINA

SELINA (**S**cience for **E**vidence-based and **s**ustainable **d**ecisions about **N**atural capital) will develop, integrate and apply innovative, robust and cutting-edge methodologies, information and data that can be harnessed to support protection, restoration and sustainable and climate-neutral use of ecosystems in the EU by 2030, showing international leadership through the EUs contribution to global and national initiatives. The Consortium brings together leading experts in the field of Ecosystem Services research and its applications. The Capitals Coalition will lead on Work Package 9 Supporting evidence-based private decision-making in which several Demonstration Projects will be developed by consortium partners. SELINA is a 5-year EU funded project.

SUSTAIN

SUSTAIN (**S**trengthening **U**nderstanding and **S**trategies of business **T**o **A**ssess and **I**ntegrate **N**ature) aims to strengthen understanding and awareness of how all economic activities depend and impact on biodiversity. The project will build on existing work within the business and biodiversity space to develop and validate a database of business dependencies and impacts, develop methods that actors can use to reduce biodiversity-related risks, and a toolbox to support their application. The consortium will drive uptake of these resources through dissemination of targeted business case materials, drawing on existing networks and expertise in communicating with businesses, financial institutions and other key stakeholders. The Capitals Coalition is the Project Coordinator and will lead on Work Package 6 (Project Management) and support our technical knowledge to other work packages. SUSTAIN is a 3-year EU funded project.

KEY RESPONSIBILITIES

Support the Project Managers of SELINA and SUSTAIN in coordination and engagement of the following:

- Tracking and monitoring project progress to timeline and budget and identifying where actions need to be taken, as detailed in the grant agreement
- Coordinating and Supporting Demonstration Project development (SELINA)
- Coordinating the knowledge outcomes through the open science, innovation and IP management policies across the project (SUSTAIN)
- Collaborating with finance and operations colleagues to ensure planning and reporting content is relevant, of high quality, and meets requirements.
- Ensuring core support (with fit for purpose procedures, tools and formats) to the consortium, based on the project plan and needs from the partners and stakeholders.
- Communicating and engaging with relevant stakeholders and Demonstration Project leads
- Arranging logistics for (virtual) meetings and in-person events, such as inviting participants, setting up (online) virtual meeting spaces, manage registrations, support the delivery of virtual meetings technically. If travel is possible, sourcing venues and catering, arranging travel plans and managing ad hoc requests from participants.
- Ensuring follow-up and capture of the learning from events and findings in reports during projects to provide the deliverables required by the project.
- Due to the small nature of the Capitals Coalition team, there will be other ad hoc tasks as agreed with Project Managers to support the Coalition's work and to collaborate with the rest of the team.

SKILLS & KNOWLEDGE:

- Comfortable with a high degree of autonomy and independent working (home based) and a proven ability to self-motivate and take the initiative;
- Collaborative, personable, engaging and able to work with people from all cultures and backgrounds;
- Preferably a background in Ecosystem Services Science or a related field or some familiarity with natural capital, social & human capital, biodiversity and/or ecosystem service concepts.
- Preferably some experience in project coordination, especially with EU funded projects is an advantage.
- Excellent verbal and written communication skills in English.
- Self-motivated with a proven ability to plan work effectively, deliver on tight deadlines and manage competing demands;
- Competent IT user (MS Office, video conferencing a.o) with access to own laptop.
- Open to working and collaborating online, as to comfortable working from home.
- Personable, engaging, and able to work with people from all cultures and backgrounds.
- Highly organized and able to manage the competing demands of a busy role.

HOW TO APPLY

We are looking for a colleague to work with us full-time (37.5 hours p/w). The successful candidate **must be based in and eligible to work in the United Kingdom or the Netherlands**. The Capitals Coalition offers a range of benefits alongside a competitive salary and a great place to work, including pension, enhanced sick pay, and flexible working. All staff at the Coalition provide their own IT equipment, including laptop and phone; the Coalition offers an annual Bring Your Own Device allowance.

To express your interest and **request a copy of the application form** please send an email to: info@capitalscoalition.org

Please send a completed application form (*do not convert it to PDF*) to info@capitalscoalition.org by **Monday 8th of August 5pm CET**. State the role in the subject line and kindly note that only short-listed candidates will be contacted.

First round interviews are planned in the period of 15-17 of August 2022.

For any queries about the role please contact info@capitalscoalition.org

The Coalition consists of organizations from all around the world and with people of different gender, race, age, religion, sexual orientation, physical ability, geography, political affiliation, and country of origin, and as much as possible we want this to be reflected in our team. We are committed to promoting a diverse and inclusive community and we welcome applications from all backgrounds.