

Job Opportunities

Assistant Project Manager – Responsible Production

Proforest is seeking a motivated, flexible and qualified professional with limited practical experience but with a high potential to quickly develop the technical skills required for leading on Projects to support Proforest's growing consultancy services in responsible production. This is an exciting opportunity to work with major international brands, consumer goods clients and agricultural & forestry production companies to develop and implement their responsible production strategies, particularly in relation to

About Proforest

Proforest is a dynamic non-profit organisation with global presence that has established itself as a leader in the development and implementation of sustainable production and responsible sourcing.

Proforest provides practical support to producers, processors, purchasers and investors to help them work in environmentally and socially responsible ways. As demand for sustainably sourced commodities increases, producers, processors, purchasers and investors in natural resources all need to demonstrate that they are meeting commitments to environmental and social responsibility. This is a complex task in a challenging commercial environment. We work at every stage of the supply chain, from production and processing, through to purchasing and investment. Our 15 years' experience covers the management of forests, oil palm, soy, sugarcane, rubber and beef, at a range of scales that includes smallholders, communities and forest-dependent people through to multinational businesses. We focus on the opportunities for conservation and social benefits within the production landscape, and never lose sight of the need for pragmatic and workable practices.

We work at all levels throughout commodity supply chains – from international policy and legislation to practical operations on the ground – to support the development and implementation of workable environmental and social standards and safeguards that help to produce and source natural resources sustainably.

Position summary

The position offers an exciting opportunity to join Proforest's growing consultancy team and take an important role in supporting the delivery of Proforest's services. The Assistant Project Manager is a learning role which supports other team members on a variety of projects. A more senior team member will provide mentoring support to the Assistant Project Manager and enable their progression to a Project Manager within 12 months. This is a fixed term position for 12 months after which Proforest may offer a role as Project Manager to individuals who perform well during the fixed term period.

Responsibilities

- Support Proforest team members on a range of tasks related to the management and delivery of projects and/or programmes.
- Maintain a clear understanding of relevant developments around Proforest's work.
- Contribute to the broader functioning of the team.

Qualifications, Experience and Skills

- Masters (or equivalent) qualification in a relevant discipline
- A proven interest in environmental and social sustainability issues affecting forest products and agricultural commodities sectors
- Awareness of the motivations and drivers relating to responsible sourcing/production in international agricultural and forest product supply chains
- Highly developed organisational and interpersonal skills as well as the ability to operate in a multi-cultural environment
- Excellent verbal & written communication skills, including presentation skills. Fluency in English and preferably a second language/fluency in Portuguese and good level of English.
- Experience in consultation and working with various stakeholders including large companies, small and medium enterprises, NGOs, financing institutions, government aid agencies, smallholders and local communities;
- Working knowledge of another language (especially Bahasa, Spanish, or Portuguese).

Salary

Range from £20,000

To apply

Please send your CV, a cover letter explaining your suitability for the position and confirmation that you are eligible to work in the UK to personnel@proforest.net or by post to:

Human Resources | Proforest | South Suite | Frewin Chambers | Frewin Court | Oxford OX1 3HZ | UK

Application Deadline: 16th October 2016

Proforest is an equal opportunity employer.