

Job Opportunities

Assistant Project Manager – Responsible Sourcing

Proforest is seeking a motivated, flexible and qualified professional with limited practical experience but with a high potential to quickly develop the skills required for leading on projects in responsible sourcing. This is an exciting opportunity to join Proforest's growing team and contribute to the delivery of projects within Proforest's consultancy services in responsible sourcing, working with major international brands and consumer goods clients.

About Proforest

Proforest is an established world leader in the development and implementation of sustainable production and responsible sourcing with a global presence.

Proforest provides practical support to producers, processors and purchasers 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 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. Training and support will be provided by more senior team members. 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 responsible sourcing projects. This might include supporting on research, technical work, proposal and report development, budgeting, reporting, etc.
- 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 and 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.
- 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 Spanish, French, Portuguese or Bahasa).

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.