



Job Title:	Project Manager - Sustainable Products		
Unit / Department:	Delivery team reporting to Head of Sustainable Business		
Bioregional Grade:	Project Manager/Senior Project Manager		
Location	Bioregional offices at BedZED eco-village in the London Borough of Sutton, Surrey. (Hackbridge station)		
Salary:	£35,000 - £40,000 depending on skills and experience	Hours	37.5

JOB PROFILE

Main purpose of the job

Bioregional champions a better, more sustainable way to live. We work with partners to create better places for people to live, work and do business.

We want to see thriving regional economies where we meet more of our needs from local, renewable and waste resources, enabling people to live happy, healthy lives within the natural limits of the planet, leaving space for wildlife and wilderness. We call this One Planet Living.

We are seeking an experienced sustainability professional with a strong track record of project management to develop projects with some of the world's leading retailers to create more sustainable products and services and transition towards a circular economy.

Scope of job

The candidate will sit within the sustainable business team and take the lead on Bioregional's approach to sustainable consumption and production. This involves the following responsibilities:

- Working with existing and prospective clients primarily in the retail sector to identify opportunities to improve the sustainability credentials of their products and services. Project delivery which may include running workshops, footprinting assessments, creating guidance documents and research reports.
- End to end project management including scoping project ideas, project planning including timescales and budgets, client management, briefing team members and quality management ensuring work is delivered on time and to a high standard.

- Business development and the cultivation of new leads and funding for projects related to this workstream.
- Line managing project officer(s) to ensure they develop professionally and personally.
- Identifying current and emerging trends, legislation and policy, and supporting colleagues on content related to sustainable products and circular economy

Dimensions and limits of authority

The project manager reports directly to the Head of Sustainable Business with line management responsibility for c. two members of staff. The postholder will be capable of delivering projects with minimal supervision and act as the main point of contact with the client from project inception and throughout delivery.

Duties and key responsibilities

		%
1	<p>Project Management and Delivery</p> <p>Leading on the Bioregional's approach to sustainable products and the circular economy:</p> <ul style="list-style-type: none"> • Support the delivery of projects through technical and advisory services. • Production of concise, accurate, well researched and well-presented reports and other outputs to client or funder briefs. • Managing project staff as required. • Communication with project teams, clients and other organisations. • Reporting and feedback to project team and clients. • Delivering tasks within specified time and budget. • Maintains overall relationship with key clients at senior and director level 	65%
2	<ul style="list-style-type: none"> • Business Development of new leads, opportunities and projects. This includes attending conferences and events, maintaining a network of industry contacts, and responding to tenders and requests for proposals, working alongside colleagues with support from our business development team. 	20%
3	<p>People management</p> <p>Line management responsibility for c.2 direct reports.</p>	5%
4	<p>Knowledge management and continuous learning</p> <ul style="list-style-type: none"> • Attending internal and external seminars to develop technical knowledge and industry exposure. • Skills training as appropriate to role which may include but not be limited to line management, project management, IT and communications. 	5%

	<ul style="list-style-type: none"> Fostering the development of other members of the team through skills sharing via the Staff Development Programme. 	
5	Organisational management <ul style="list-style-type: none"> Maintaining accurate and up to date timesheets. Attending general meetings including project updates, team meetings and line management meetings 	5%
		100%

Criteria	Essential	Desirable
1. Skills/abilities	<ul style="list-style-type: none"> Strong track record of successful project management and meeting of deadlines. Self-motivated with flexible attitude and ability to manage own time, including priority-setting, multi-tasking and problem-solving. Excellent written and verbal communication skills, with the ability to engage a wide range of people in an appropriate manner. Experienced at creating and converting new business leads. Ability to apply technical knowledge to analyse problems and create solutions. Good numeracy skills and comfortable with a range of software packages, in particular Microsoft Word and Excel. Client management Budget management 	<ul style="list-style-type: none"> Existing corporate contacts and networks with key stakeholders in circular economy Supply chain mapping Experience in developing and running workshops Experience of advanced technical software packages, for example SimaPro LCA, statistical analysis/advanced Excel Recent experience of preparing tenders or grant applications
2. Knowledge	<ul style="list-style-type: none"> Good understanding of the concepts and application of circular economy principles Additional technical knowledge with examples of recent application in at least two of the following areas: 	<ul style="list-style-type: none"> Technical knowledge in the following areas: <ul style="list-style-type: none"> sustainable water and food sustainability strategy sustainable textiles sustainable electronics secondary raw materials sustainable plastics

	<ol style="list-style-type: none"> 1. Material flow analysis 2. Life-cycle assessment 3. Sustainable procurement 4. Supply chain management 5. Scope 3 carbon footprinting 6. Chemicals/toxicity 	
3. Education	Educated to degree level preferably in a related discipline (e.g. environmental science, geography, engineering or equivalent)	Masters degree in a relevant technical/sustainability subject
4. Experience	At least four years' experience within the sustainability or responsible sourcing sector, either consultancy, in house sustainability role or NGO	Experience in the retail sector
5. Other requirements	<ul style="list-style-type: none"> • Personal commitment to the environment • Commitment to the aims and objectives of Bioregional 	