

Name of the Position: Project Manager

Location: UK, Germany, Mexico, USA

Job Purpose and Background:

The Technical Department leads the development and maintenance of the key resources within the initiative to enable the adoption of climate targets in line with the best-available science and following best-practice for standard-setting organizations.

The normative and non-normative resources developed by the Technical Department are the backbone of the SBTi target-setting framework and include, amongst others, the development of cross sector standards, sector-specific standards, as well as the scientific foundations that underpin all of these, including the curation of scenarios, target-setting methods, though leadership and novel research.

The Technical Operations Team is responsible for the implementation and development of project management practices that enable transparency, independence and accountability in the standard development processes in line with best practice for standard-setting organizations. As a project manager within this team you will contribute to the successful delivery of projects across multiple teams within the department.

The ideal candidate has a proven record in project management, showcasing adeptness in overseeing processes and facilitating project advancement. Strong organizational, communication and coordination skills, coupled with an understanding of standard setting processes are crucial to effectively manage collaboration across teams.

This position will report to the Head of Technical Operations **based in Germany**, Berlin

How to apply: Please fill in this Google Form to submit your application:

<https://forms.gle/mqBnYoSptA1aQgzh8>

This role plays an important part in achieving:

- Promote a culture of excellence, collaboration and accountability across the organization.
- Efficiently manage the project lifecycle of normative and informative projects within the technical department.
- Ensure seamless coordination among teams, internal and external stakeholders for effective project execution.
- Implement robust project management methodologies to streamline standard-setting processes.
- Contribute to the enhancement of project workflows for increased efficiency and impact.

About the SBTi:

The Science Based Targets initiative (SBTi) is a global body enabling businesses to set ambitious emissions reductions targets in line with the latest climate science. It is focused on accelerating companies worldwide to halve emissions before 2030 and achieve net-zero emissions before 2050.

The SBTi defines and promotes best practices in science-based target setting, offers resources and guidance to reduce barriers to adoption, and independently assesses and approves companies' targets.

For more information, please visit www.sciencebasedtargets.org

Key responsibilities include:

- Foster a collaborative, positive, and inclusive environment within the teams and across the Technical Department, encouraging open communication and idea sharing
- Establish and maintain processes for managing scope during the project lifecycle, setting quality and performance standards and assessing risks
- Monitor resources to ensure project efficiency and maximize deliverables
- Manage overall project budget in close collaboration with the Finance Team
- Report project outcomes and/or risks to the appropriate management channels and escalate issues, as necessary, according to project work plan
- Organize and facilitate face-to-face meetings for the teams in the Technical Department
- Provide ongoing support to the team by providing trainings, updating guidelines, and continuing to standardize best practices as the organization grows

Essential skills and experience needed:

- Bachelor's or master's degree in a related field (Business, Science, Engineering, Sustainability etc..)
- Five or more years of project management experience managing complex project portfolios
- Strong leadership and interpersonal skills to foster collaboration in an international and multicultural remote work environment
- Strong attention to deadlines and budgetary guidelines
- Proven success working with all levels of management
- Strong written and verbal communication skills (English)
- Excellent presentation skills

Desirable criteria:

- Able to work independently in a virtual work environment, and to ask for clarification/ direction, where needed
- Ability to thrive in a dynamic work environment with changing projects and working with multiple project leads
- Good time management and ability to organize multiple simultaneous tasks efficiently with precision and strong attention to detail
- Proficiency in project management software tools (Asana, Trello etc..)
- Experience working in standard setting, ideally familiarity with one of ISEAL's members

This is a full-time role based in Germany, the UK, US or Mexico .

The salary for this role will depend on location and experience level. This role is a fixed-term contract for 12 months with the possibility of extension.

Interested candidates should be legally allowed to work in the countries specified. The SBTi cannot sponsor any working visas.

What we offer:

- Working in one of the most successful and fastest-growing initiatives driving climate action;
- Exciting and challenging tasks in a dynamic, international, innovative, and highly motivated team;
- Salary Range will depend on experience and location
- Training and development;
- Attractive holiday package.

SBTi is an equal opportunity employer - committed to building an inclusive workplace and diverse staff, where all can thrive. We welcome and strongly encourage applications from candidates of all identities and backgrounds, and do not discriminate on the basis of race, color, religion, gender or gender identity, sexual orientation, national origin, disability, or age.