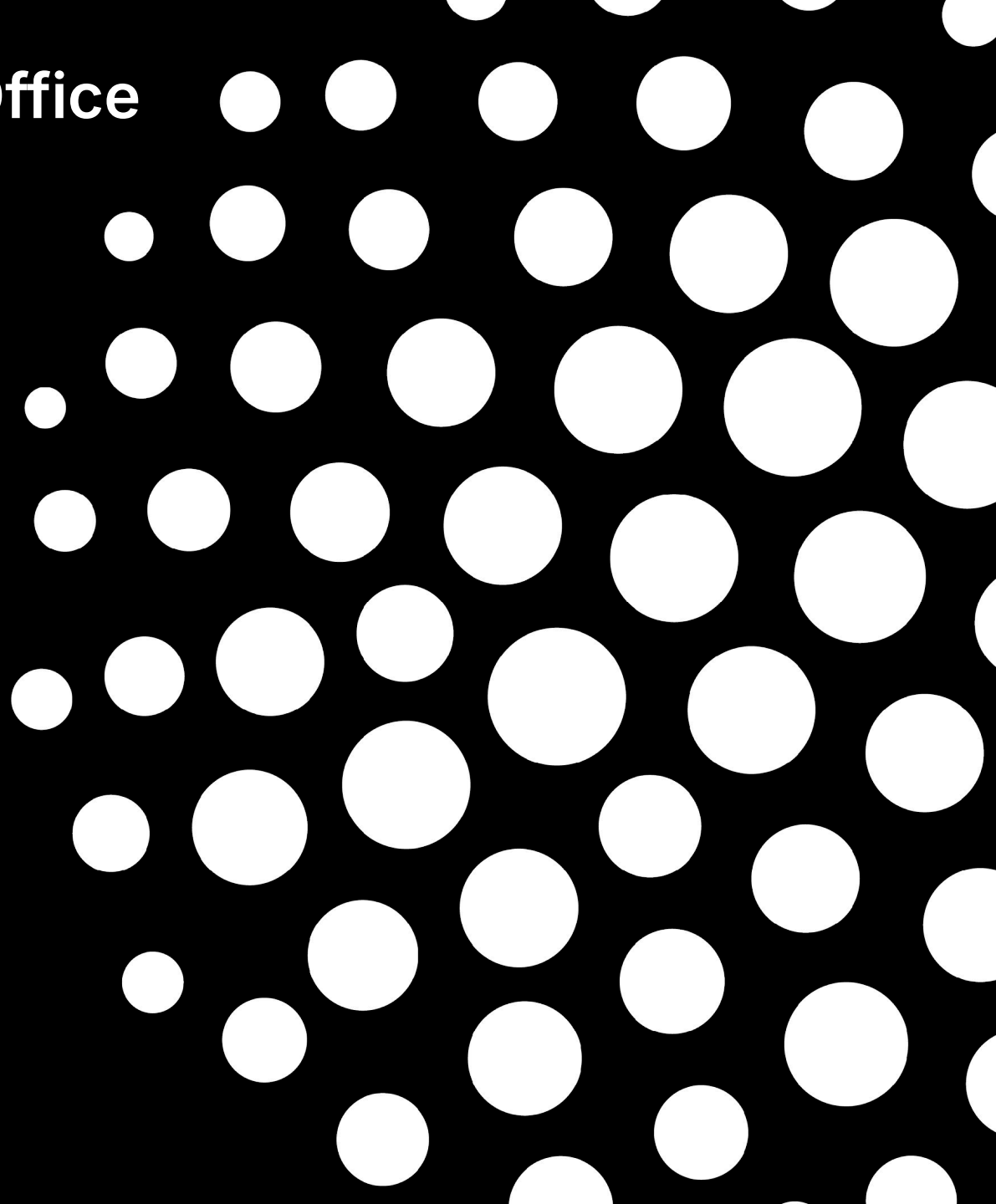


Head of Programme Management Office Programmes Team

Month 2025



Welcome to Global Canopy

We are so pleased you found us. Global Canopy is an ambitious, creative and dynamic not-for-profit targeting the market forces destroying nature.

Our special focus is on ending global deforestation, most of which is driven by agricultural expansion for commodities like beef, soy and palm oil that end up in products we all use every day.

In fact, our research shows that \$6 *trillion* in private finance each year is driving this destruction – including 20% of the money that we all put into our pensions.

This is a major driver of climate change, of biodiversity loss and of human rights abuses. To tackle this we deliver radical transparency through our award-winning data platforms, detailing how consumer markets are linked to nature loss.

We enable major companies, investors and governments to take positive action, and we help campaigning organisations and investigative journalists shine a light on those not doing

enough. And we help policymakers to design laws that make it mandatory for the private sector to change.

We are now growing rapidly as an organisation – expanding our work and teams in key geographies like Brazil and South East Asia. And we are deepening our relationships with major investor networks as we redouble work to remove deforestation and nature-related impacts from lending and investment portfolios worldwide.

As part of our team, you will be at the heart of global efforts to tackle the intertwined climate and nature crises. And you will find yourself surrounded by engaged, positive and committed colleagues determined to make a difference.

Please join us, this is urgent.

Niki Mardas, Executive Director



About Global Canopy

Global Canopy is a data-driven not for profit delivering real transparency and accountability for market impacts on nature and people. Our special focus is on ending deforestation – an essential step in achieving urgent global goals on climate, nature and human rights.

We deliver our work via three main strategies:

1. on **open data** (including via major global data platforms like [Trase](#), [Forest 500](#), [Forest IQ](#), and [ENCORE](#));
2. on creating stronger **voluntary and compliance frameworks** to address nature loss (we are a founding partner of the [TNFD](#));
3. and on accelerating **accountability and action by the finance sector** towards deforestation-free portfolios.

Our platforms, data and insights are relied upon by Fortune 500 companies, major financial institutions, national and regional governments, and some of the most effective campaigning organisations worldwide.

We work globally, with a focus on both forested regions (particularly across Latin America and South East Asia), and major consumer and financial markets (with a focus on Europe, the US, Singapore and China).

We have a distributed team of around 70 people worldwide, with a main office in Oxford (UK). We work via close and deep partnerships, including with institutions like the Stockholm Environment Institute, the UN Climate Change High-Level Champions, UNEP Finance Initiative, the World Conservation Monitoring Centre, the Zoological Society of London, and many many others.

Corporate performance - example collection of programmes

A growing number of companies and financial institutions are seeking to mitigate their impacts on nature. But many have made commitments that are not being met, and others are failing to take any action at all.

We hold to account through our **Forest 500 project**, assessing the policies and performance of influential companies and financial institutions. And our **Deforestation Action Tracker** monitors financial institutions with significant climate commitments to track their action on deforestation and associated human rights abuses.

We also support financial institutions and investors with our suite of **Deforestation-free Finance Guidance** and a forthcoming new tool, **DEFT Pathway**, to support effective engagement with high-risk companies. We support the finance sector, policy makers and other stakeholders by providing market-leading data on deforestation and ESG metrics through **Forest IQ**.

55%

of global GDP is moderately or highly dependent on nature



\$6.1tn

of finance flowed to
companies in forest
risk supply chains
in 2023

The role: overview

Global Canopy is seeking an experienced senior programme manager to provide programme/project management capacity and capability across its growing portfolio of complex programmes that deliver cutting edge tools, data, analysis and impact at the heart of this vital and impactful sector.

You will have the opportunity to embed best practice, create systems and processes and lead a culture of professionalising programme management across the organisation.

And you will be a leading part of solving exciting emerging challenges such as cross-programme lesson learning, coordinated workplanning and robust evaluation of impact across an organisation that is building on the traction and credibility gained.

Your role will bring together the needs of all of Global Canopy's complex projects with a programme management approach, supporting the delivery of the annual planning process.

You will share your pragmatic and practical programme management expertise across the organisation to upskill others, both through training, skills development, mentoring and task management.

You will also have the opportunity to build insight into our programmes, partners and challenges by providing more hands on management for specific programmes - being responsible for providing deep dive programme management on ad hoc projects,

You will contribute to a culture of kindness, collaboration, rigour and accountability in equal measure. You will come to work with a sense of urgent mission, but one balanced by emotional intelligence. You will share our conviction that it is not just what we do that matters in our working life, but how we do it too.

If this role resonates with you and you are excited about the opportunity to make a significant impact at Global Canopy, we would love to meet with you.

The role: responsibilities

Organisation wide Programme Management (40%)

- **Providing high level programme management for Global Canopy as an organisation.** This includes bringing together all of the major needs and risks of all of our major projects and delivery with a programme management approach. Supporting the Leadership Team and the Director of Programme to identify risks, dependencies, needs and opportunities.
- Support the Director of Programmes and Director of Planning and Execution with the **delivery of Programmes owned components annual planning** (that begins in January).
- Leading the ongoing **Programme Management reporting on Global Canopy's portfolio to the Leadership Team** - working closely with the Director of Programmes, clearly ensuring senior involvement in delivering these complex programmes and ensuring risks are appropriately escalated and opportunities highlighted.
- **Support the Director of Programmes to run an effective Programme Leadership Group** and other governance mechanisms to enable strong Programme Leadership and decision making across the organisation.

Deep dive programme specific management (30% FTE)

- **Delivering deep dive senior programme management and leadership for specific programme/projects** Global Canopy is delivering - these will require part time (10-30% FTE) input over 3-12 months. Specific project will depend on business need but with a newly established team in Brazil, this will likely be a focus.

Programme Management expertise, upskilling and mentoring. Building and sharing best practice (30%)

- Providing Senior Programme Management experience and expertise across the organisation - **acting as an expert increasing capability across the organisation** - including, at a high level, Monitoring Evaluation and Learning tools and techniques.
- **Designing and embedding programme management best practice**, including designing and embedding of pragmatic new systems and processes.
- **Supporting and facilitating specific projects to solving ad hoc and specific programme management challenges** e.g. facilitating clear roles and responsibilities, quality assuring or supporting programme management tools e.g. workplan, risks registers, RACI models
- **Mentoring, enhancing capability of junior project managers** across the organisation (with 1-2 dotted line reportees) and a wider cadre of those with programme management as part of their responsibilities.
- Reporting directly to the Director of Programmes and working closely with the Director of Planning and Execution where appropriate.

About you

To be successful in this role, these are the things that will matter the most:

- Significant experience of Programme managing complex programmes or projects
- Experience of Programme management in a relevant technical sector and working within or with non-profit organisations.
- Proven track record of working with technical colleagues and sectoral experts. Experience of different mechanisms to support technical colleagues in delivering programme management tasks, including facilitation of workshops and using programme management tools.
- Ability to gather insight into programmes and build remote relationships quickly, allowing clear insight and direction to technical experts.
- Pragmatism of balancing the use of programme management tools and techniques with the needs of the business and speed of delivery, ensuring best practice and fit for purpose is balanced in this fast paced environment.
- Experience of building programme management capability in others e.g. providing training or upskilling sessions.

Essential behavioural competencies:

- Ability to work across different teams, bringing together connections and being comfortable with portfolio management
- Demonstrable experience of working on multiple projects simultaneously with competing priorities.
- Comfort with working in a fast paced environment, but with an eye for detail and rigour where appropriate.

Skills and experience:

- Ability to use a variety of programme management tools, methods and best practices including Agile programme management.
- Experience of MEL, both tools and practise an advantage.
- Exemplary written and verbal communication in English necessary.
- Experience of task managing people and mentoring across teams.



Our values

As an organisation committed to achieving system-wide change, we operate in a challenging environment. Our organisational values help guide our ways of working and keep us accountable to these standards:

Entrepreneurial – We develop bold new ideas to catalyse system wide change.

Impactful – We learn from what works, hold ourselves and others accountable and work in collaboration with others.

Inclusive – We celebrate diversity, value teamwork and support individuals to fulfil their potential.

Clear – We listen actively, think critically and communicate with clarity.



Salary & benefits

Salary

£52,000 - £58,000 full time equivalent

This role sits within Band C on Global Canopy's remuneration framework.

Nature of contract

Full time or 0.8 FTE (with the Job responsibilities adjusted accordingly), fixed term, 24 months contract. We are a flexible employer and welcome candidates wishing to work flexibly.

Base

This position could be Brazil or UK based - if in the UK our office is in Oxford, where occasional attendance is required with flexible home-working arrangements in place.

Holidays

36 days (including bank/public holidays) for discretionary use across the annual leave year. Option to purchase up to an additional 5 days or equivalent of one week's leave.

Pension

Employer pension contribution of 7%.

Healthcare cashback plan

Covering dental fees, eye-care, wellbeing, physiotherapy, chiropody and much more – for you and any children.

Group Life Assurance

Paying a lump sum of 3 times annual salary

Group Income Protection

Paying 75% of annual salary for up to 2 years (for long term sickness).

Employee Assistance Programme

Which provides free, confidential advice on personal and legal matters.

Other

Huge range of discounts and cashback deals at gyms, restaurants, holidays, and much more.

How to apply

To apply for the position, please use this [link](#) and submit an up-to date CV and covering letter.

The covering letter should explain your motivation for the role, and how your skills and experience fit the person specification. (Please no more than 1 side of A4).

All candidates are asked to complete an anonymous diversity monitoring form when they apply.

The closing date for applications is **4 Feb 2025 at 9am GMT**. Early application encouraged. We may close applications early if suitable candidates are identified.

Screening calls are provisionally planned for w/c 10 Feb 2025, and will be conducted remotely via a video call.

This position can be based in the UK or Brazil - right to work will be needed in either country.

At Global Canopy, we value diversity and inclusion. You can read our diversity statement on our [website](#). We encourage applications from all backgrounds and are committed to having a team with a diverse set of skills, experiences and abilities.

Global Canopy works on issues of global deforestation. We are particularly interested in strengthening our team to include those with a background from forest regions such as Latin America and South East Asia. We would welcome applications from people from these regions.

If you have any questions about the position, then please contact: hr@globalcanopy.org.

Applicant data will be managed in accordance with the candidate privacy policy available on our [website](#).

Thank you

HR Team

hr@globalcanopy.org

Find out more at globalcanopy.org