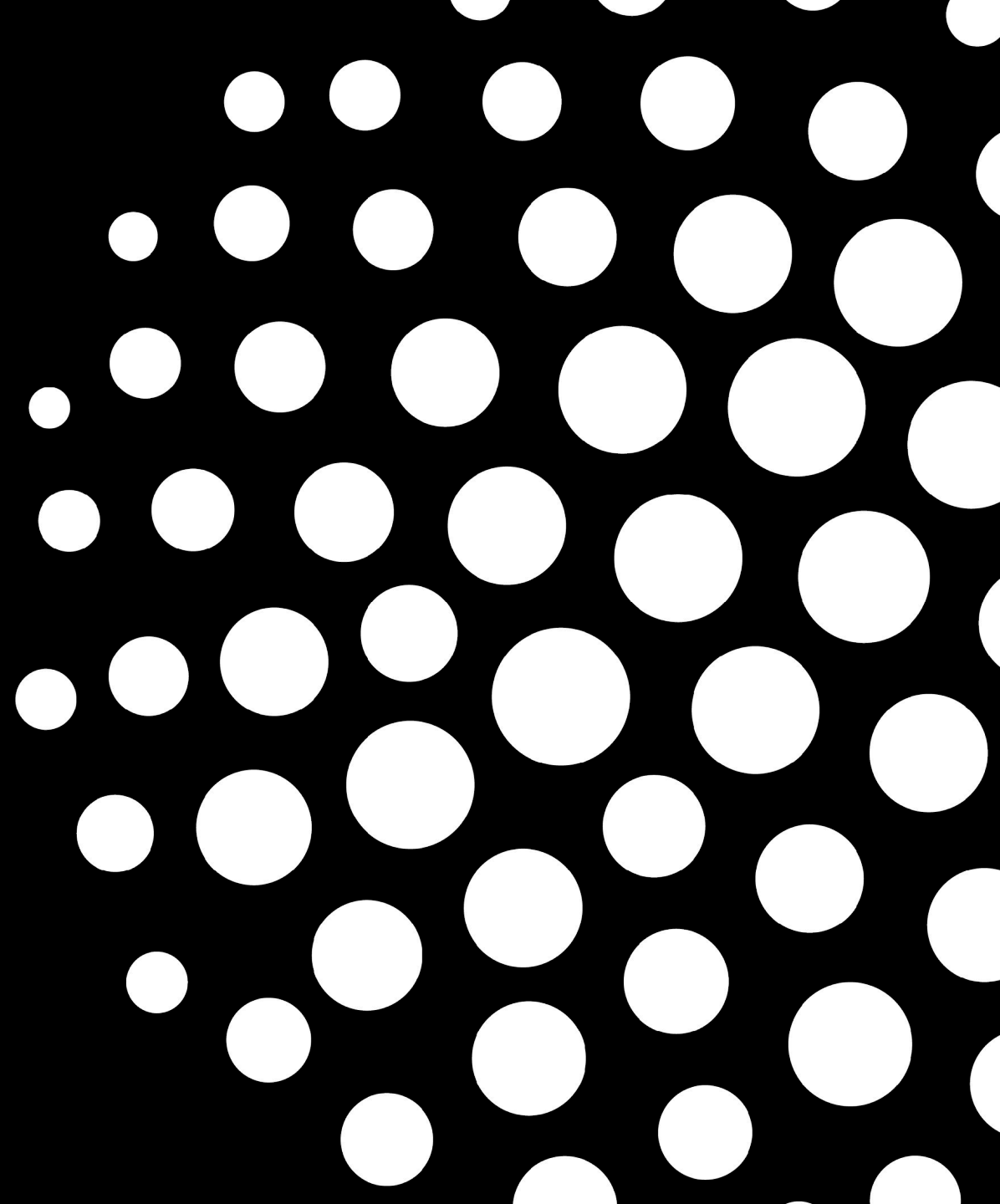


Senior Operations & Execution Lead

May 2024



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 one of the four founding partners 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 60 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.



\$6.1tn

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

The role: overview

Global Canopy is seeking an experienced and effective Operations & Execution Lead at a moment of very rapid growth and ongoing opportunity for the organisation as we implement our 2023-2030 strategy to end market impacts on nature.

You will have a proven track record of effective planning and execution in a relevant organisational setting, and will be able to flourish in a collaborative and dynamic non-profit, working with complex programmes and partnerships worldwide.

Your goal will be to standardise and help embed effective approaches, processes and tools for planning, delivery and monitoring of our work across the organisation. Reporting to the Director of Finance & Operations, you will work closely with the Programmes Director, People Director, and other senior colleagues to strengthen both organisational culture and practice for efficient, effective and inclusive execution.

You will lead on coordination of our annual planning process, delivery and monitoring - ensuring we have the appropriate systems, tools and processes established throughout the organisation to make this a success. You will help ensure we work effectively as a hybrid organisation and oversee planning of periodic in-person meetings of our team from around the world.

You will also manage the organisation's Operations budget and will have oversight of IT, data security, facilities and health & safety. You will line-manage an Operations Coordinator, and will be supported by the wider Finance and Operations Team, as well as via close collaboration with other teams. There is scope to further grow your team depending on evolving needs.

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The role: overview (continued)

You will be a seasoned leader with a track record of success in a similar role. You will have experience of change management – especially given that we have tripled in both headcount and turnover over the last four years and that our systems and processes need to be better embedded into the working culture of the organisation as it evolves.

You will be a skilled convener of people, able to listen deeply and foster effective alignment and collaboration, while being a details-oriented problem-solver who is able to take decisions and really get things done.

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.



The role: responsibilities

Planning and Execution (50%)

- Standardise and help embed effective approaches, processes and tools for planning, delivery and monitoring of our work across the organisation, in close coordination with other senior colleagues.
 - Lead on the coordination and iterative improvement of our annual planning process – including start of year planning, and half-yearly and end-of year reviews.
 - Ensure relevant information on progress against our plans is available throughout the year to inform effective monitoring and decision-making, working as needed with the Leadership Team and other key stakeholders across the organisation.
- Develop a culture of more effective collaboration and execution across the organisation, ensuring good induction and relevant training is in place.
 - Oversee planning of monthly all team meetings, quarterly in-person planning and away days, and other periodic all team events and celebrations.
 - Work with the Finance & Operations Director on business planning and assessing organisational risks.

continues >>>

The role: responsibilities (continued)

Systems and processes (50%)

- Oversight and development of our operational infrastructure and processes for high-performance delivery and organisational health. You will ensure we maintain the right core systems, providers and operational functions in place as we grow, whilst allowing for flexibility to adapt to our varied partnerships, geographies, and working styles.
 - Ongoing development and oversight of key tools and platforms (e.g. CRM and project management platforms) across the organisation, ensuring they are effectively embedded and used within the organisation.
 - Maintenance of operational policies, ensuring they are regularly reviewed, understood and implemented.
- Oversight of IT provision and support, ensuring staff have the appropriate hardware and software to do their work effectively and securely.
 - Oversight of Data Protection for Global Canopy, including leading on responding to any data breaches, updating policies and procedures and supporting better coordination and data management.

About you

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

- Deep experience in operationalising and supporting a planning and execution cycle within a complex institutional setting.
- People and communication skills, given how fundamentally this success will depend on effective collaboration with our Programmes Director, Finance & Operations Director and other organisational leaders.
- Broad experience across a wide range of business functions, processes and systems. Commitment to and understanding of safeguarding, health and safety, and wellbeing.
- Strategic mindset, anticipating risks and opportunities, and incorporating them into planning and execution processes accordingly.

Essential behavioural competencies:

- Action-oriented, positive and systematic approach to problem-solving and decision-making.
- Attention to detail alongside the practical mindset required to catalyse effective action. Diplomatic but firm in ensuring uptake of processes and systems.
- Ability to work effectively within an international non-profit setting, working across complex programmes and partnerships and adept at managing change.
- Creative, flexible and inclusive approach, able to find solutions to new challenges in the context of organisational innovation and growth.
- High emotional intelligence, with a coaching and mentoring-based approach to management.
- Strong alignment with our mission and values

About you (continued)

Skills and experience:

- Proven ability to lead complex organisational transformational change programmes that deliver tangible benefits, championing both the overall vision of Global Canopy with sequenced delivery of change.
 - Proven ability to lead and motivate a group that includes diverse teams, building the group's capability and creating with them a collaborative and inclusive environment and culture.
 - Proven ability to balance long-term strategy with the short-term and sometimes unpredictable requirements of operational delivery in complex, diverse environments, working with clarity, empathy, and concern for staff wellbeing.
- Proven ability to present complex information to different teams in ways that foster timely and high quality decision-making; and to strengthen the systems and practices across the organisation that generate such information.
 - Familiar with IT hardware and software maintenance, and the risks relating to cyber security and data breaches.
 - Commitment to and understanding of safeguarding, health and safety, and wellbeing.

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

£55,000-65,000 full time equivalent

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

Nature of contract

Full time or 0.8 FTE, Permanent. We are a flexible employer and welcome candidates wishing to work flexibly.

Base

This role requires attendance for at least a day per week on average in Global Canopy's office in central Oxford, UK.

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.

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.

“We the Indigenous peoples are the true spokespeople of Mother Earth. We are here to say now is the time to fight back. Mother Earth is summoning you. The fight for Mother Earth is the mother of all fights.”

Sônia Guajajara

Indigenous Leader & Executive Coordinator of the
Brazilian Articulation of Indigenous Peoples (APIB)



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 **4th June 2024 at 9am BST**. Early application encouraged. We may close applications early if suitable candidates are identified.

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

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