



## Job Description - Programme Manager

### Organisation

Sustainable Agriculture Initiative Platform (SAI Platform)

### Job Title

Programme Manager

### Reporting to

SAI Platform Operations Manager

### Terms of Employment

100%

Desired Start date: January 2017

### Salary

Competitive

### Location

Flexible, home office based in Europe

Some international travel required (10-20%)

### Background

The Sustainable Agriculture Initiative Platform (SAI Platform) was established in 2002 by the food industry to support the development of sustainable agriculture worldwide. It has over 90 members across the value chain, covers major agricultural commodities and operates globally. SAI Platform operates on a pre-competitive and non-commercial basis. It is overseen by an Executive Committee and run by a Secretariat of nine people working from various locations in Europe. The Platform is organized into 4 commodity focused working groups and several cross-cutting committees.

### Job Description

The organisation is going through a period of unprecedented growth and is looking for a dynamic Programme Manager who will lead and drive SAI Platform's Fruit & Nut Working Group and its Horizon Committee. We are looking for an experienced programme manager who is strategic and has the vision to identify upcoming trends and drive change through collaborative programmes.

The successful candidate will engage with the Executive Committee, the Secretariat and member companies and other stakeholders to ensure the delivery of a comprehensive range of programmes to increasingly diverse stakeholders.



### **Responsibilities**

Oversee and implement an operational and strategic review of the Fruit & Nut working group in collaboration with members and SAI Platform management and create a detailed three-year work plan which identifies and prioritises the activities needed to successfully meet the WG's objectives and the overall strategy of SAI Platform.

- Initiate, develop and oversee projects that the Working Group commits to undertake
- Determine the resources required to implement and complete the work programme and allocate resources to activities
- Build stakeholder engagement and manage expectations
- Manage external consultants & service providers effectively and cost-consciously
- Determine the objectives and measures upon which initiatives will be evaluated on completion
- Establish reporting mechanisms schedule to update stakeholders on developments and progress
- Lead and manage the Doñana Berry project - a key initiative of the group

Develop and drive SAI Platform's Horizon Committee to enable members address future trends and sustainability issues in a pro-active manner.

- Develop the committee so it becomes a thought leadership hub focussing on key cross cutting challenges for members, working groups and committees
- Identify emerging policies and trends, their implications for the agri-food industry, members and when/how to prepare or respond
- Contribute to the ongoing development of SAI Platform's strategy based on emerging issues and policies

### **Skills Required**

- Proven track record in programme management
- Excellent organisational and multi-tasking skills
- Strong consensus building and decision making skills in a multi-stakeholder environment to ensure constant progress and mitigate risk of delays
- Ability to motivate and drive various committees and groups of members to take part in the development and ownership of SAI Platform initiatives
- Good client-facing and internal communication skills
- Excellent written and verbal communication skills
- Strong working knowledge of Microsoft Office and project management tools
- Self-motivated and ability to work remotely with a virtual team
- Excellent written and spoken English is essential, additional languages beneficial
- Experience in sustainable agriculture programmes and/or the agri-food industry
- Keen interest in emerging sustainability trends



### **How to apply**

Candidates interested in applying for this role should send the following:

- A *curriculum vitae* of no more than 2-3 A4 pages
- A short cover letter explaining why you are interested in the role and how your experience and skills will help SAI Platform achieve its objectives
- Two reference contacts with their details including phone numbers

Please send your application to: Jane Duncan at [jduncan@saiplatform.org](mailto:jduncan@saiplatform.org)

Closing date for applications is: **Thursday 1 December 2016**