Programme Manager - Carbon accounting & management

Application deadline: 15 March

*Fixed-term, one year contract (with the possibility to extend*)

We are looking for a highly motivated Programme Manager to drive our work towards environmentally robust, effective, and credible carbon accounting and carbon management. Working in close partnership with our wide network of members and partners, you will lead our technical and advocacy work on international voluntary standards and policies. While based in Brussels, your work will have a global focus.

About ECOS
ECOS is an international NGO with a network of members and experts advocating for environmentally friendly technical standards, policies and laws. We ensure the environmental voice is heard when they are developed and drive change by providing expertise to policymakers and industry players, leading to the implementation of strong environmental principles. ECOS is headquartered in Brussels and has an exceptional team of 40+ staff supported by a network of over 60 technical experts, and almost 60 member organisations. www.ecostandard.org

Your tasks will include:

Programme strategy
- Develop ECOS strategy on carbon accounting & carbon management.
- Shape and implement impactful advocacy activities to obtain ambitious international and European policies and standards that facilitate the transition to true net zero.
- Work closely with other ECOS team members who contribute to our impact in this area.
- Represent ECOS in relevant groups of the international standardisation organisations, European Commission, international fora and campaigns, workshops, and conferences.
- Select, manage, and oversee technical experts to support our work.

Portfolio development & fundraising
- Proactively lead on creating new funding opportunities and smooth management of relationships with funders.
- Ensure sound project management: proposal writing, monitoring of implementation and timely reporting.
- Raise ECOS profile at national, regional and international levels, and notably towards standardisation organisations, European institutions, UN fora, etc.

Communication and engagement with the ECOS network
- Cooperate with ECOS networks including existing and potential member organisations, experts, campaigns and other relevant stakeholders.
• Create impactful communications content for ECOS including articles, opinion pieces, and publications, in cooperation with the Communications Department.
• Grow the engagement of ECOS in international voluntary standards setting across the globe.

Skills and experience required:
• Minimum 3 years of relevant professional experience working with climate-related policies and/or standards.
• Knowledge of climate policies and/or carbon accounting framework at international and/or European/regional level.
• Demonstrated experience in fundraising and managing relationships with funders.
• Commitment to the values, vision and mission of ECOS.
• Strong analytical skills & ability to translate technical content into accessible information.
• Ability to work effectively both independently and as part of a team.
• Excellent writing, communication, networking and negotiation skills.
• Fluent written and spoken English, other languages an asset.

What we offer:
• An opportunity to shape high-impact work in a critical environmental work area.
• A fixed-term Belgian contract of one year - *with the possibility to extend it depending on funding opportunities and performance.
• A competitive salary package, €3,845–€4,542 (monthly gross) paid 13.92 times per year, according to the ECOS pay scale. Actual salary will be determined depending on the skills and relevant experience of the candidate.
• An attractive benefits package (meal vouchers, pension scheme, 13th month, excellent insurance, teleworking allowance, public transport, eco-cheques etc.), additional holidays and a focus on employee wellbeing.
• A flexible, dynamic, and very pleasant international working environment.
• Being part of a dedicated team with a common goal to protect the environment.
• A commitment to an inclusive and empowering approach to addressing our environmental challenges.
• We welcome applications from all over the world and can submit work permit requests.

How to apply:
Applicants should send a CV max. 2 pages and cover letter max. 1 page in English by no later than 15 March 2024 to: careers@ecostandard.org, with the subject line "PM Carbon: your name". The first round of interviews will take place shortly after the application deadline. We regret that only short-listed candidates will be contacted.

ECOS is an equal opportunity employer, placing great value on diversity and inclusion in the workplace. We welcome applications from candidates with diverse cultural backgrounds and expertise.