

Opportunity: Programme manager – circular economy



Job Title:	Programme manager – circular economy
Salary:	£30 000 - £45 000, plus bonus
Location:	Oxford
Position:	Permanent. Full time (37.5 hrs/week)
Holidays:	27 days plus bank holidays
Qualifications:	Undergraduate degree
Desirable experience:	3+ years project management in the private sector
Application deadline:	3 rd June 2018

Introduction

3Keel LLP (www.3keel.com) is a specialist sustainability consultancy working on food and product supply chains, natural resource use and organisational strategy development. The 3Keel partnership was founded in 2013, to bring together individuals from different backgrounds, to develop a 'boutique' firm with an ethos of high quality work and great passion for the projects we undertake. We are now looking for a programme manager with relevant experience to help deliver client projects that promote a more circular economy.

About the role

We are looking for a new team member to take responsibility for managing a ground-breaking new programme of work within 3Keel to implement the principles of the circular economy in practice. The programme will be working closely with food businesses, local councils and the recycling industry, and will require coordination of multiple stakeholders and active management of concurrent work streams. The programme will be dynamic and fast-paced, requiring quick thinking and improvisation when unique or unforeseen challenges appear.

Essential skills: outstanding project management, including coordinating and facilitating meetings; clear report writing; excellent verbal communication; private sector stakeholder engagement; workshop facilitation; budget management; proficiency using Excel; and a background in sustainability or resource efficiency.

Desirable skills: technical knowledge on logistics, packaging, or recycling and waste management; experience of working with local authorities and waste contractors; FMCG supply chain knowledge.

You will be working as a core part of the 3Keel team, in partnership with clients from a global brand for the establishment and evolution of an exciting new programme of work. Shortlisted candidates will be provided additional information on the role in advance of the assessment process.

Expectations and career progression

You will be working closely with 3Keel Partners on the project, and will be expected to support business development as well as leading on project management and delivery as part of your wider role in the business. You will also support the business in implementing its 5-year strategy, and help to influence our evolution. Our business structure enables staff to progress, with potential to become a Partner in the future.

Working at 3Keel

We set up 3Keel to provide a fun, fulfilling and flexible working experience. These conditions apply to everyone, and we are open to working arrangements that suit your personal circumstances (e.g. some home-working, flexibility for childcare, etc.). You will be expected to attend our main office in Oxford at least 3 days each week, and will be required to attend client meetings, which are mostly in the UK, but can be overseas.

We provide generous holidays (27 days/year plus bank holidays), and award end of year bonuses based on individual and company performance, which can significantly add to the base salary. There is a defined annual training budget for all staff members to enable skills progression and personal development.

You will be subject to a three-month probationary period upon commencement of your employment.

About the recruitment process

There will be a three-stage recruitment process:

1. CV with covering letter (3rd June deadline)
2. Interviews (11th June)
3. Second Interviews, if appropriate (18th June)

Please send your application to support@3keel.com. If you have queries about the role or process, please don't hesitate to contact Will Schreiber (Will.Schreiber@3keel.com)