



ROLE PROFILE

1. DETAILS

Job Title	:	Collaboration Officer, TEEBAgriFood (x2 roles)
Reports to	:	Project Manager, TEEBAgriFood
Grade	:	B £26k – 30k
Status	:	Contractor
Term	:	3 year contract, full time
Location	:	Flexible. Desk space in London available.

(Contracting will be carried out through the ICAEW, a coalition organization that is the guarantee for grants and provides desk space and back office support)

2. PURPOSE

This is an exciting opportunity to be a forefront of influencing food system change.

As a core part of a small team the Collaboration Officer will help deliver a three year program of work focusing on the role of businesses within the food system. As part of delivering the project you will build relationships and networks, organise and deliver training, and help to host the debate on how capitals thinking can help to deliver systemic change.

This is part of a larger project coordinated by the *UNEP TEEB Office* for the EU Partnership Instrument-funded project *The Economics of Ecosystems and Biodiversity: promoting a sustainable agriculture and food sector*.

The main activities are:

- Activity 1: Develop Operational Guidelines for business
- Activity 2: Initiate country by country collaboration
- Activity 3: Run roundtables with businesses in the food sector and potential future business and biodiversity platforms
- Activity 4: Deliver a dedicated TEEBAgriFood/Natural Capital Protocol application training program for businesses in the food sector
- Activity 5: Gather practical cases of TEEBAgriFood/Natural Capital Protocol application within the food and beverage sector

The partner countries are: Brazil, Mexico, China, India, Indonesia, Thailand and Malaysia.

The Capitals Coalition unites the Natural Capital Coalition and the Social and Human Capital Coalition. It is a global multi-stakeholder collaboration to improve the way that business, finance and governments make decisions by including capitals thinking and application.

3. KEY TASKS

Project delivery 40%

- Deliver an engagement program of roundtables and training sessions on the application of natural capital with businesses in the food sector and finance community in the seven partner countries.
- Manage and strengthen the relationship with the Coalition's Regional Platforms in Brazil, China, India, Indonesia and Mexico by working closely with them and the Collaboration Team to identify business participants and delivery partners for this program.
- Foster the development of new Regional Platforms in Thailand and Malaysia by working closely with the Coalition's in-country networks and Collaboration Team to identify business participants and delivery partners for this program.
- Attend and contribute to the roundtables and training sessions in the partner countries, as required.
- Maintain engagement with the businesses and wider stakeholders by connecting them to the Coalition.
- Manage the follow-up process to support businesses to apply capitals and share case studies.

Project management – 30%

- Plan all logistics for the events, such as inviting participants, sourcing venues and catering, arranging travel plans and managing ad hoc requests from participants.
- Under the direction of the Project Manager, track and monitor the project's progress to timeline and budget and identifying where actions need to be taken.
- Ensure follow-up and capture of the learning from these events, consolidate findings during the project to provide the deliverables required by the project.

Communications– 20%

- Develop and maintain communication with participants and stakeholders, strengthening the Coalition's networks in the partner countries.
- Revise and edit case studies and other materials from the piloting companies to be disseminated through the Communications Team.
- Developing materials to show the business case of conducting natural capital assessments, based on already existing applications of the Protocol and Food and Beverage sector guide.

Other 10%

- Support the UNEP TEEB team in the development of operational guidelines for agri-business, as required.
- Support the development of technical content of the discussions with the businesses around the implementation of the TEEBAgriFood, with the support of the Project Manager and Policy Director.
- Due to the small nature of the team there will be other ad hoc tasks as agreed with the Project Manager to support the Coalition team.

4. PERSON SPECIFICATION: KNOWLEDGE AND SKILLS REQUIRED

Essential

- Collaborative way of working, that is open, inclusive and respectful.



CAPITALS COALITION

- Strong organisation, project administration and project management skills with ability to deliver projects to time and budget.
- Proven track record in building and managing external relationships and networks.
- Proven track record of working in a small team, fast-paced environment and against tight deadlines.
- Excellent network-building and interpersonal skills.
- An understanding of the opportunities and challenges of natural, social and human capital as it relates to business and biodiversity.
- Excellent writing and presentation skills.
- The ability to undertake regular international travel for which travel expenses will be provided.
- Strong facilitation skills and experience of public speaking, delivering training or hosting events.

Desirable

- A background in businesses that operate in the food system and/or sustainability and capitals.
- An understanding of the challenges businesses in the food system face when integrating capitals into their decision making.

4. How to Apply?

Please send a cover letter and curriculum vitae (CV) to info@naturalcapitalcoalition.org

The deadline for applications is 15th November 2019.

Please note that we are still finalizing the contract for this project and will start interviewing only once the contracting is completed.