



Sustainable Business Programme Manager

Job grade	3	Reports to	Sustainable Business & Finance Programme Manager
Directorate	Conservation & Policy	Function	Sustainable Business & Finance Department
Contract	Permanent	Location	Regent's Park / Homeworking

Responsibility for resources

Direct line reports	<ul style="list-style-type: none">• Sustainable Business Specialist• Sustainable Business Projects Manager x 2	Responsibility for other resources	
Financial resources	<ul style="list-style-type: none">• Oversight of Sustainable Business Programme budget		

Our vision and mission

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

Purpose of the role

The Sustainable Business Programme Manager shall lead ZSL's engagement with the business sector. The role delivers against the ZSL Conservation Policy to embed biodiversity at the heart of (corporate) decision-making and ultimately achieve ZSL's vision of 'a world where wildlife thrives'. The successful candidate will have a passion for driving change in corporate sustainability practices as a means of conserving nature.

This role is responsible for managing ZSL's Sustainable Business Programme and team of staff as well as collaborating across the society to leverage pro-biodiversity action by the business sector. This includes delivering a portfolio of conservation projects and advisory services aimed at reducing risk and enhancing benefits to biodiversity. The ideal candidate will have a proven track record in grant writing, fundraising and project management for programmes focused on private-sector sustainability and biodiversity conservation. Experience working with the forestry and agriculture sectors will be a benefit.

Key responsibilities

Strategy

- Oversee and periodically update the ZSL Sustainable Business strategy.
- Lead strategic alignment and collaboration with other departments within ZSL to engage business for pro-biodiversity outcomes

Fundraising and Business Development:

- Lead on fundraising for ZSL's sustainable business (& finance) project portfolio to maintain funding from existing sources and securing funding from new donors.
- Support business development for consultancy services to the business sector.
- Act as Key Account Manager for high impact clients and donors.
- Collaborate with other ZSL departments to seek funding opportunities engaging the business sector

Technical Service Delivery

- Provide leadership internally and externally on business-sector environmental and social sustainability issues and support engagement with business sector actors across the society.
- Provide technical support or lead on project and consultancy work related to sustainable business practices, including training, environmental, social and governance (ESG) assessments, field assessments, report writing, chairing meetings etc.
- Provide sustainability support services to companies operating in forest-risk commodity sectors. Including on legality due diligence, traceability, HCV/S approaches, deforestation monitoring, etc.
- Represent ZSL as part of relevant industry initiatives (e.g. RSPO, GPSNR, FSC working groups).
- Research and produce high quality technical outputs in the field of sustainable business practices.

Communications & Press

- Participate in press interviews, give presentations and contribute towards publications.
- Represent ZSL at key business sector events and relevant industry initiatives.

HR and Management

- Manage staff, consultants and external service contractors.
- Recruitment, selection, orientation and training of new employees (as required).

Finances, Operations and Risk Management

- Responsibility for financial sustainability of the Sustainable Business programme.
- Ensure effective budget management and delivery of activities.
- Ensure effective management of relevant parts of existing grants, ensuring that all programmatic and financial reporting targets are met.
- Maintain a robust and effective Monitoring, Evaluation & Learning (MEL) system for business sector engagement to inform changes to the programme operations and strategy

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.

Values and behaviours for people management

- **Collaborative:** creates an engaging environment where people feel comfortable asking for help or support

- **Ethical:** creates a culture which ensures everyone is treated fairly with dignity and respect
- **Impactful:** delivers results on time and to the agreed standards
- **Inclusive:** makes decisions that promote transparency and inclusion
- **Innovative:** is forward thinking and able to see the broader picture when planning and organising work
- **Inspiring:** has self-awareness and seeks feedback to better understand own style, approach and impact on team/staff motivation

Person Specification

Experience	
Essential	<ul style="list-style-type: none"> • Educated to Masters degree level in a related subject area, or equivalent qualification, or demonstrate such a level of equivalent qualifications and experience through relevant practical work experience • Extensive project management experience, including successful track record of fundraising, project workplan delivery and donor relations. • Extensive experience related to private-sector engagement for biodiversity conservation outcomes. • Experience managing a team of staff
Desirable	<ul style="list-style-type: none"> • Experience engaging with the timber, palm oil and/or natural rubber sectors. • Experience working on sustainability of other forest-impact commodities (cocoa, coffee, etc). • Applied conservation field experience, preferably in a tropical forest setting. • Experience working within an international not-for-profit non-governmental organization (NGO) or charity setting.
Knowledge and skills	
Essential	<ul style="list-style-type: none"> • Knowledge of international and national sustainability policy and legislative frameworks. • Understanding of sustainable business strategies and ESG approaches. • Well-connected with a range of stakeholders in the private-sector sustainability and/or conservation world • Demonstrated ability to manage complex budgets, achieve income targets and develop funding partnerships. • Proven fundraising and report-writing ability • An excellent standard of written and spoken English. • Well-developed IT skills in using MS office packages, specifically Word, Excel and PowerPoint as well as Microsoft Teams and Sharepoint. • Strong organisational, interpersonal and communication skills • An ability to manage competing priorities and delegate effectively • Ability to work independently and problem-solve • Highly collaborative with an ability to foster lasting partnerships • Ability to work in different cultural settings

Desirable	<ul style="list-style-type: none"> • A robust understanding of soft-commodity production and sustainability criteria, especially relating to biodiversity conservation, including in the palm oil, timber and pulp, rubber sectors. • Well connected with a range of stakeholders in the forestry and agricultural commodities sectors. • Proven ability to communicate effectively in additional languages, especially French, Bahasa Indonesia, Chinese or Spanish
Additional requirements	
Essential	<ul style="list-style-type: none"> • This post is a blended role for office and home working -regular travel to ZSL Regent's Park site will be required. • This post requires occasional work during evenings and/or weekends • This position will be office/remote based but considerable international travel may be required. • Strong commitment to creating a culture that lives ZSL values and commitment to safeguarding, equality and diversity (collaborative, inspiring, inclusive, innovative, impactful and ethical) • To comply with and promote Health and Safety policies and procedures