

JOB DESCRIPTION

Title: Senior Sustainability Project Manager

Contract Time: full time

Location: Geneva

Reporting Line: Executive Director

Context Role:

WJI 2030 is a Non-for-Profit, Swiss Association dedicated to creating a fully sustainable Watch & Jewellery industry that is resilient to climate change, preserves resources and fosters inclusiveness. We firmly believe the global jewellery and watch industry face unique opportunities to work together to make a positive impact. Founded by Kering and Cartier, Watch and Jewellery Initiative 2030 is guided by the Ten Principles of the United Nations Global Compact and the 17 SDGs.

The Senior Sustainability Project Manager will work with a diverse group of stakeholders on a range of exciting projects, from supporting the membership growth of the association to programs that accelerate engagement of members and industry stakeholders across the globe, and managing the various workstreams under the 3 Strategic Pillars of WJI 2030. This role is responsible for managing a wide range of projects and workstreams in collaboration with key partners and consultants. The role supports in the planning and development of content and materials for member workshops, and communications to members, including management and maintenance of the member portal.

Responsibilities:

- Create project plans and tracking to support the association program management and according to best practices.
 - Establish and implement project management/agile processes and methodologies to monitor progress on pillar priorities.
 - Ensure projects are delivered on time, within budget, adhere to quality standards and meet expectations.
 - Stakeholder engagement: Work with key stakeholders to identify gaps and create solutions that are replicable and scalable and aligned with sustainability and strategic business goals; Evaluate efficacy of current sustainability programs considering cost effectiveness, feasibility, ease of integration; make recommendations and implement improvements as necessary
 - Research & Analysis: Manage focused projects with expert consultants. Manage projects in research and track global trends as it relates to sustainability leadership; prepare and
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WATCH & JEWELLERY INITIATIVE 2030

follow up on briefing reports/technical guides to assure clear understanding of relevant sustainability issues. Help inform decision making and effective program development and management with support of third party experts.

- Communications and Engagement: Create communications materials and presentations that help to communicate and amplify efforts with internal and external audiences. Support internal stakeholders to drive effective collaboration with third party partners i.e., NGO's, academics, financial institutions, policy makers, assuring sustainability is appropriately integrated into partner engagements and that opportunities are properly vetted and prioritized
- Provide additional support to the Executive Director including management of the association, meetings, travel, and/or equivalent.

Qualifications

- A Master degree in Sustainability or equivalent
- Proven experience, 5-7 years, in project management and/or implementing sustainability programs, ideally in a multi stakeholder environment
- Experience working with cross-functional stakeholders in an international environment, experience with UN institutions is a plus
- Strong project management skills
- Excellent written and verbal communication skills; ability to translate technical/sustainability jargon for broader audiences
- Sustainability experience with critical issues in the jewellery industry
- Flexibility and ability to successfully navigate within a complex multi stakeholder environment and succeed in a fast-paced organization
- Fluent in English (and preferably French)

Behaviour

- Be ethical and professional, and uphold to the Watch & Jewellery Initiative 2030 values
 - Flexible and hands on approach, ready to work in an agile team
 - Represent the organisation in an honest, ethical and professional way and encourage others to do so
 - Act professionally and support a culture of transparency and accountability
 - Act to prevent and report misconduct and illegal and inappropriate behaviour
 - Seek feedback from colleagues and stakeholders
 - Stay motivated when tasks become difficult
 - Communicate clearly, actively listen to others, and respond with understanding and respect
 - Create opportunities for others to be heard, listen attentively and encourage them to express their views
 - Use facts, knowledge and experience to support recommendations
 - Work towards positive and mutually satisfactory outcomes
 - Identify and resolve issues in discussion with other staff and stakeholders
 - Respond constructively to conflict
 - Be driven by the will to make a positive impact on society, people and the planet
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