FORUM FOR THE FUTURE

Current Job Holder: VACANT

Job Title: Principal Sustainability Advisor

Name of Organisation: Forum for the Future (registered charity no 1040519)

Location: 19-23 Ironmonger Row, London EC1V 3QN

Responsible to: Ben Kellard, Head of Sustainable Business

Responsible for: No line management responsibility, except for external consultants and supervising interns as appropriate


Working Hours: 37.5 per week, excluding lunch breaks. The pattern of hours may vary according to operational needs and generally work will be carried out during normal office hours.

Contract: This is a fixed-term 12 month contract. The period of notice is 2 months in writing on each side. There is a probationary period of three months

Holiday: 25 days per annum, plus statutory holidays. There is no carry over entitlement.

Equal Opportunities: The Forum strives to be an equal opportunities employer and commitment to this process will be expected.

Date Written: January 2017

The Forum has a no smoking policy.

Full details of Conditions of Employment are set out in the Forum Employment Contract, the main features of which are standard to all staff.
A. JOB SUMMARY

- Manage ongoing relationships with a selected group of partners, members and funders across sectors, including the private sector, public sector, foundations and other non-profits
- Manage complex and cutting edge projects aligned with key organisational priorities
- Deliver strategic sustainability advice to Forum partners, including in particular food-related businesses, as well as other sectors
- Contribute to Forum’s thought leadership on sustainable business and sustainable nutrition
- Lead and manage projects with business and other organisations that use futures and other creativity processes to develop and deploy products, services and business models that significantly accelerate our progress towards a sustainable future
- An active contribution to the team’s income targets which includes generating £105K income through projects, new partnership work and recruiting members into the Network
- Manage at least £150K per year in project and/or partnership delivery
- Contribute to raising the profile of Forum’s sustainable business and sustainable nutrition key messages
C. RESPONSIBILITIES (Key Actions & Results/Outcomes)

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<thead>
<tr>
<th>Action</th>
<th>Result/Outcome</th>
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<tbody>
<tr>
<td>1) Partnerships and projects</td>
<td>Both the food team and the Sustainable Business team’s work is effectively supported and delivered; projects and partnerships are managed effectively and professionally; partners and members are kept up to date on Forum for the Future’s work and opportunities to collaborate with others on system innovation projects. Forum for the Future delivers high quality, challenging and innovative solutions to advance sustainable development.</td>
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| Deliver food system-related or sustainable business partnership and project work including:  
  - delivery of strategic advice  
  - research, facilitation and other delivery work  
  - initiating and developing new project ideas and managing their delivery  
  - presentations to external audiences | |
<p>| Manage relationships with members and partners, maintaining regular contact, deepening relationships with key decision-makers; developing work programmes; ensuring delivery of work; managing budgets; invoicing and renewing as appropriate. | Productive and challenging partnerships are initiated and maintained, in line with Forum for the Future’s mission, including deepening of relationships with key decision makers. |
| Assist in recruitment of new partners and members | The overall number of partnerships is maintained at the desired level. |
| 2) Team wide activities |  |
| Initiate, develop, manage and control high-profile events and seminars. | The profile of key sustainability issues and Forum is raised. |</p>
<table>
<thead>
<tr>
<th>Initiative</th>
<th>Benefit</th>
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<tr>
<td>Initiate and manage special projects within the teams, as appropriate.</td>
<td>Forum’s profile and expertise in key areas, aligned with team strategy is developed.</td>
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<td>Identify opportunities for and contribute to networking and shared learning between Forum partners. Assist in preparing and delivering relevant network seminars and other network support services.</td>
<td>Forum networks build partners’ capacity, best practice and influence to advance sustainable development.</td>
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<td>Manage consultants and interns. Take an active role in the recruitment of new staff.</td>
<td>Contribute to the team’s organisational development and help ensure that the quality of our work is maintained or enhanced.</td>
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3) Forum wide activities

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<tr>
<td>Proactively involve and deliver work with other Forum teams.</td>
<td>To enhance and develop close working relationships across the Forum, thereby maximising integration and the value Forum as a whole brings to its partners.</td>
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<td>Represent Forum at relevant national and international conferences, seminars and meetings, through presentations, networking and attendance. Act as ambassador for Forum.</td>
<td>Forum’s profile is raised and maintained.</td>
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<td>Actively contribute to the development of Forum’s international profile.</td>
<td>Forum for the Future is recognised on an international level, and our credibility is increased with our key audiences.</td>
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<td>Contribute to a variety of media – press, radio, blogs and social media.</td>
<td>Help enhance the Forum’s profile and progress the sustainable development debate.</td>
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<td>Contribute to shared Forum activities and office responsibilities including learning, team building, information management, and support for the Forum values.</td>
<td>Help build a positive, values-led and learning culture at the Forum.</td>
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D. PERSON SPECIFICATION

Essential

- Excellent project and relationship management skills with a clear track record of managing complex projects and relationships to deliver results
- Good understanding of the global food system, and its key sustainability issues, challenges and opportunities – for example, across agriculture, supply chains, retail, and/or health & nutrition
- Experience of working with businesses to drive sustainability and understanding of working with businesses or other kinds of organisations to drive positive change
- Experience and proven ability in scoping, fundraising for and managing complex projects and partnerships on sustainability issues within budgets and manage project teams.
- Highly developed interpersonal and presentation skills; able to communicate at senior corporate level.
- Skilled facilitator, able to build consensus within and across teams and inspire creative and critical thinking.
- Good communications skills, including working knowledge of social media, and high standards of spoken and written communications
- Ability to work well as part of a small team and use own initiative when required.
- Highly IT competent, in particular in MS Office – including Word, PowerPoint, Excel; MS Outlook; internet navigation; contact databases; and social networking.
- Understanding of, and a commitment to, the mission of Forum for the Future to accelerate the big shift to a sustainable future by transforming whole systems.

Desirable:

- Knowledge of futures thinking and techniques
- Knowledge of systems thinking for sustainability

E. SPECIALITIES

This post has particular responsibility for partnerships and projects relating to:

- Sustainable business– developing and implementing ambitious sustainability strategies
- Sustainable nutrition– developing and delivering projects related to creating a more sustainable food system.

F. JOB DESCRIPTION AGREEMENT

Job Holder's Signature

Date:

Manager's Signature

Date: