



DRIVING AMBITIOUS CORPORATE CLIMATE ACTION

Project Manager

Location: Europe SBTi Team

Job Purpose and Background:

The Science Based Targets (SBTi) initiative is looking for a **Project Manager** to manage the development and delivery of SBTi's standards. The role is responsible for planning and executing projects within scope, time, budget and to quality, in line with SBTi's Standard Operating Procedures (SOP). This role involves coordinating cross-functional team members, utilising assigned resources, and mitigating risks to achieve successful outcomes. The Project Manager also ensures monitoring and reporting as well as clear, timely project related stakeholder communication. The role is critical for efficient, effective project delivery and driving continuous improvement of the Technical Department's work programme and product development. It also exemplifies respectful behaviour, open communication and integrity, embodying SBTi's values and supports a positive, healthy work culture.

The **Project Manager** position will focus on:

- Project manage the development and delivery of SBTi's standards
- Build out and manage the full product development lifecycle
- Implement and drive Change Management throughout the department and the wider organisation

This position will report to the Head of PMO.

This role plays an important part in achieving:

The role is pivotal in ensuring the smooth planning and delivery of SBTi standards and other technical outputs. The role should support the other project managers by sharing best practices and deputizing for the team leader. It is also vital for introducing and driving change management throughout the organization.

You are a great fit for this role if you:

Are a seasoned project manager, with excellent organisational skills, is pragmatic, and able to prioritise. You must enjoy a dynamic work environment at an entrepreneurial, third-sector organisation, where you will be able to make a difference by collaborating with others. We are going through a phase of transformational change, so a strong communicator with a resilient, open and calm personality that helps others to adapt to change will be a good fit for the role.

About the SBTi:

The SBTi is a global body enabling businesses to set ambitious emissions reduction targets in line with the latest climate science. It is focused on accelerating companies worldwide to halve emissions before 2030 and achieve net-zero emissions before 2050.

The SBTi defines and promotes best practices in science-based target setting, offers resources and guidance to reduce barriers to adoption, and independently assesses and approves companies' targets.

For more information, please visit www.sciencebasedtargets.org

Key responsibilities include:

- Ensure successful delivery of assigned projects following SBTi's Standard Operating Procedures (SOP).
- Build out detailed project plans including timelines, milestones, budget requests, and resource allocation.
- Project manage cross-functional team members to ensure successful delivery within scope and constraints.
- Project manage Data and Technology workstreams for the Technical Department.
- Identify, assess, and mitigate risks throughout the entire project lifecycle.
- Track, monitor, and report project progress, including key milestones, deliverables, and any deviations.
- Facilitate stakeholder communication, ensuring alignment and timely resolution of issues.
- Foster a collaborative team environment and address team progress in alignment with project goals.
- Facilitate regular lessons-learned sessions and implement improvements to foster a culture of continuous improvement.
- Facilitate decision-making processes that are informed, timely, and aligned with project priorities.
- Drive collaboration and knowledge sharing within the team, the Technical Department, and across the organization to maximize impact.
- Role model respectful behavior, open communication, and integrity as vital pillars of SBTi's culture.

Essential skills and experience needed:

- 5+ years of professional experience in the relevant field, successfully leading complex projects and programs.
- Strong track record of delivering projects on time, in quality, and within budget using resources effectively.
- Deep practical knowledge of project management methodologies and current tools (e.g. MS Project, Jira, Asana, or similar).
- Strong communication skills, with the ability to engage and collaborate effectively with a wide range of stakeholders to build consensus and resolve conflicts.
- Sound experience in change management fostering innovation and driving continuous improvement within a team.
- Excellent organisational and time-management skills, with the ability to prioritize competing tasks.
- Strong experience in risk management and troubleshooting challenges during project execution.
- Professional certification in project management (e.g. PMP, PRINCE2).

Desirable criteria:

- Experience in standard setting or certification bodies
- Experience in the non-profit sector, preferably in sustainability or environmental, mission-driven organisations.

Important information before you apply.

- The salary for this role will depend on location and experience level.
- This role is a fixed-term contract for 12 months with the possibility and intention of extension.

- This role holds a maximum 6-month probationary period, depending on country legislation.
- Interested candidates should be legally allowed to work in the specified countries and already be visa holders. **The SBTi cannot sponsor working visas.**

If you are interested please [apply here](#).

What we offer:

- Working in one of the most successful and fastest-growing initiatives driving climate action.
- Exciting and challenging tasks in a dynamic, international, innovative, and highly motivated team.
- Training and development.
- 30 days of time off, plus your country holidays.
- Competitive NGO salary

SBTi is an equal opportunity employer - committed to building an inclusive workplace and diverse staff, where all can thrive. We welcome and strongly encourage applications from candidates of all identities and backgrounds, and do not discriminate based on race, color, religion, gender or gender identity, sexual orientation, national origin, disability, or age.