

PROJECT MANAGER, COALITION TO GROW CARBON MARKETS

- Salary:** Up to £65k GBP. Based on experience. Local market rate if based outside UK.
- Contract:** Fixed term until end of 2026, with possibility of extension.
- Location:** Remote, up to a maximum of +/- 3 hours London. Must have right to work in country of hire. This role does not come with the possibility for visa sponsorship.
- Hours:** Full time. 37.5 hours per week

About the Coalition to Grow Carbon Markets

The Coalition to Grow Carbon Markets ("the Coalition") is a government-led initiative specifically designed to strengthen corporate demand for high-integrity carbon credits. The Coalition brings together eleven ambitious governments committed to unlocking corporate demand for high-integrity carbon credits through coordinated leadership: Canada, Indonesia, France, Kenya, Panama, Peru, Singapore, Switzerland, the UK, New Zealand and Zambia.

Coalition members are working to develop or continue pursuing internationally consistent policies, guidance, incentives and regulations to boost corporate confidence and investment in carbon credit markets, working with like-minded nations to create connected markets that can mobilise more finance, more quickly.

The Coalition Secretariat is hosted by the Voluntary Carbon Markets Integrity Initiative (VCMI).

The Voluntary Carbon Markets Integrity Initiative (VCMI) is a multi-stakeholder initiative that supports high-integrity voluntary carbon markets as a tool to accelerate global climate action. VCMI works with governments, businesses, and civil society to ensure voluntary use of carbon markets contributes effectively to the goals of the Paris Agreement.

The role

The Project Manager is the central delivery role at the heart of the Coalition Secretariat. You will own the end-to-end programme management of the Coalition's workplan, ensuring a complex, multi-stakeholder programme of work runs to time, to plan and to the highest standards of governance and transparency. You will drive the structure, pace and rhythm of delivery; proactively managing interdependencies and risks; holding stakeholders to agreed timelines and decision-making processes; and ensuring clear, accessible documentation and records.

Core responsibilities

Programme Planning, Delivery and PMO

- Own and maintain the Coalition's integrated delivery plan, covering all workstreams, milestones, dependencies and key programme moments
- Translate the workplan into a clear, feasible and continuously updated delivery schedule, maintain action and decision logs, driving follow through
- Track delivery against milestones and KPIs, producing clear, regular reporting for senior stakeholders, and lead programme-level monitoring, evaluation and learning
- Maintain risk register, proactively identify and manage risks, interdependencies and blockers, escalating with proposed solutions where required
- Run the central PMO function, maintaining Coalition documentation, tools, trackers and frameworks to support effective information flow, consistent planning, coordination and reporting
- Act as primary Secretariat liaison with senior stakeholder points of contact on programme delivery matters, functioning as the internal expert on programme operations, management, delivery and events

Governance and Decision-Making

- Sequence and schedule meetings to uphold the Coalition's governance and operating cadence, ensuring alignment with agreed Terms of Reference
- Maintain a rigorous, accessible audit trail of all decisions and actions, providing transparency and institutional memory across the programme
- Manage escalation pathways for political, strategic and delivery issues, ensuring risks surface at the right level and are resolved in a timely manner
- Coordinate preparation and follow-up for all Coalition decision-meetings – drafting agendas, circulating papers, taking minutes and maintaining decision and action logs and ensuring follow-up

Stakeholder Engagement and Events

- Deliver structured engagement with business and other external stakeholders, including advisory groups, roundtables, and targeted consultations
- Codify formal Coalition collaborations with external organisations, through drafting terms of collaboration, and ensuring interactions are coordinated, consistent, and aligned with programme goals
- Own the planning and delivery of private Coalition events and convenings, managing logistics, invitations, and materials and participant coordination
- Work with relevant internal and external stakeholders to ensure private events are well-structured, well-prepared and achieve their intended outcomes
- Lead the preparation of high-quality briefing packs, meeting papers and decision notes which translate complex information into clear, action-oriented materials for senior audiences
- Coordinate inputs where needed, ensuring all materials are delivered to time and brief

What success looks like

1. Coalition 2026 workplan delivered, with risks anticipated and dependencies actively managed
2. High-functioning governance with transparent and timely decision-making
3. High-quality briefings and convenings that enable senior-level engagement and outcomes
4. Clear performance tracking and learning informing delivery and strategy

Profile

Essential

- Demonstrable expert-level project and programme management experience, ideally in complex, multi-stakeholder environments with tight timelines and high accountability
- Experience implementing governance processes, managing decision processes, logs and audit trails
- Highly organised and systems-minded, with the ability to design and maintain robust PMO tools and processes that others rely on
- Excellent written communication: able to produce concise, high-quality briefing materials, decision notes and meeting documentation for senior audiences
- Confident working autonomously and taking initiative, capable of identifying what needs to happen and making it happen without needing to be directed
- Strong interpersonal skills and high political and organisational awareness: able to navigate complex stakeholder dynamics, surface risks early and manage sensitive issues

Desirable

- Experience working in or on carbon markets, climate finance or international climate policy
- Familiarity with multi-government or coalition-based initiatives and the governance dynamics they involve
- Experience working across different time zones and in remote, international team settings

How to apply

To apply, please complete [this form](#) by attaching a copy of your CV, a short cover letter and complete the application questions to clearly demonstrate how you meet the above selection criteria for this role by no later than midnight BST on 30 April 2026. Applications will be reviewed on a rolling basis; early applications are advised.

Role posted: 21 April 2026
