



Project Coordinator

Sea Cargo Charter & Operational Efficiency

We are looking for a highly motivated, skilful project coordinator, who can help us accelerate international shipping's green transition.

Who we are

The Global Maritime Forum is a Copenhagen-based international not-for-profit organisation committed to shaping the future of global seaborne trade to increase sustainable long-term economic development and human wellbeing.

We bring together leaders from across the maritime value chain with policymakers, NGOs, experts, and other influential decision-makers and opinion shapers to tackle collective challenges and to develop new solutions and ideas for action. We identify, develop, and share new insights and key issues on the global agenda and facilitate collaborative initiatives to drive ambitious action that creates lasting change. Working with industry stakeholders in the maritime value chain – like charterers or shipowners – the Global Maritime Forum has helped create ground-breaking initiatives including the Sea Cargo Charter (launched in 2020), and the newly launched Operational Efficiency Initiative.

Where we need support

We are looking for a project coordinator for two of our projects:

- The Sea Cargo Charter, which establishes a framework for assessing and disclosing the climate alignment of ship chartering activities worldwide, and for which Global Maritime Forum hosts the Secretariat; and
- The Operational Efficiency Initiative, which focuses on facilitating and showcasing industry action in operational efficiency measures that enable reduce emissions.

There are strong synergies between these initiatives, as Sea Cargo Charter signatories will need to implement operational efficiency measures to improve their climate alignment. This role offers an integrated perspective across the programmes.

Project Coordinator – About the role

As our new project coordinator, your responsibility will be to support the planning, execution and follow-up of activities within the Sea Cargo Charter and the Operational Efficiency Initiative. This will include organising meetings and workshops, developing presentation material and speaking notes for both internal and external use. You will actively assist the project managers in planning, executing and delivering projects as well as supporting the day-to-day operations of the initiatives. In collaboration with stakeholders, colleagues and other knowledge partners, you will help write reports and work with the communications team on disseminating the findings and latest publications. For the Sea Cargo Charter, you will work with the team and signatories to facilitate the reporting process and identify improvement opportunities in the reporting framework. A crucial part of this position is to help manage relations with existing stakeholders of both initiatives and onboarding new members/signatories. While a detailed understanding of shipping decarbonisation is not a requirement initially, a demonstrable understanding of how business and government decisions impact climate change is important.

We are looking for someone who is curious and motivated to accelerate the shipping sector's decarbonisation transition and who will work with colleagues in the Global Maritime Forum, participating companies, and a wider set of stakeholders to mobilise the sector to tackle this critical challenge. There is a preference for candidates based in or willing to re-locate to Copenhagen, with the possibility to work from home as per agreement with your manager. A set relocation budget is provided by the Global Maritime Forum. Some international travel may be required for this role.

The position spans two teams. Overall management and management of activities related to the Operational Efficiency Initiative is via the Industry Action Team Lead. Work on the Sea Cargo Charter, report directly to the Team Lead for Transparency.

About you

- You have experience in working with collaborative processes that balance the needs of individual parties with overall outcomes
- You understand the imperative to decarbonise shipping and appreciate the challenges as well as the opportunities
- You are highly motivated, proactive and thrive in a fast-paced, collaborative work environment
- You have great organisational skills and can adapt to rapidly changing priorities, balancing attention to detail with keeping the big picture in mind
- You are comfortable working in a truly global context
- You are flexible and a team player
- You are proficient in written and spoken English. Danish is not a requirement.

Preferred qualifications

- Advanced university degree in business, economics, environmental studies, political science, development, sustainability, or another relevant field
- At least 1 year of professional experience, preferably in the maritime, energy or related sectors, government, or NGOs

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We are an international team of highly motivated people dedicated to creating a sustainable future not only for the maritime sector but for people and the planet. We share a common goal of making real change and bring our passion and ideals to everything we do. We look for people who are intellectually curious, driven and enjoy the challenge of working in a dynamic, fast-paced environment, adapting to an evolving portfolio of activities and events. We offer an opportunity to be part of an organization driven by future-focus, a collaborative and entrepreneurial spirit, and where you can bring your skills to bear on a meaningful mission.

How to apply

Please send your CV and Cover Letter to careers@globalmaritimeforum.org no later than 14 June 2024. Please mark your application "Project Coordinator".

We value diversity and are committed to creating an inclusive environment for our team. Appointments are based on qualifications, merit, and the needs of our organisation.

The Global Maritime Forum is based in Copenhagen, but a remote placement will be considered.

For more information about the Global Maritime Forum or the position, please contact Marieke Beckmann, Deputy Director, Decarbonization at [**mb@globalmaritimeforum.org**](mailto:mb@globalmaritimeforum.org).