

Senior Project Manager, Annual Summit and Strategic Initiatives

Global Maritime Forum, Copenhagen

Apply before 12 January 2025

Do you want to join our mission to make the maritime industry more sustainable for both people and planet? You have the chance to become part of our international, diverse team of purpose-driven individuals in a role that helps organise one of the most important maritime events of the year.

Does that sound interesting? Keep reading to learn more!

We're looking for a person who is great at collaboration, event coordination, as well as stakeholder management. Our organisation is young and dynamic, and there is room for both the social and the serious.

Who we are

If you're new to the Global Maritime Forum, let's start with the basics.

The Global Maritime Forum is a Copenhagen-based international not-for-profit organisation. We bring leaders from across the maritime value chain together with influential decision-makers and opinion shapers to tackle collective challenges and develop new solutions and ideas for action.

The Global Maritime Forum is behind several initiatives, such as the All-Aboard Alliance, the Poseidon Principles, and the Getting to Zero Coalition. Through building and nurturing these and similar powerful communities, we are able to instigate change. Our work spans reports, webinars, workshops, and much more. Our yearly trademark event, the Annual Summit, brings together around 200 high-level decision-makers, thought leaders, and experts from across the maritime value chain and beyond to shape the future of global seaborne trade to increase sustainable long-term economic development and human wellbeing.

Our culture is based on continuous learning and growth, curiosity and collaboration, and an empowering and inclusive environment. Working in the Global Maritime Forum means joining a tightknit and passionate team, where we support each other and succeed together.

Senior Project Manager for Annual Summit and Strategic Initiatives

As the Senior Project Manager - a new role in this team - you will be responsible for the planning, execution and follow-up of our flagship event, the Annual Summit. The Summit is an unconventional, highly collaborative and dynamic event that takes place each autumn in a different maritime hub around the world. It is organized in collaboration with many internal and external stakeholders and partners and is supported by delivery partners. In this role, you will make all these different parts work together towards a common goal. You will be juggling

short- and long-term planning cycles as the preparation of future Summits takes place in parallel with the upcoming Summit.

The purpose of the Annual Summit is not only to discuss key maritime issues but to catalyse collective action and to generate new streams of work, which will inform future meetings. In this role, you will therefore play an important part in identifying new initiatives for the Global Maritime Forum to take forward and supporting their development, before, at, and after each Summit.

Your responsibilities will include

- planning, executing, and following up on the Annual Summit in line with defined objectives.
- managing the Annual Summit budget.
- managing the development of the Summit meeting design, with the support of a team of professional facilitators.
- being the main point of contact for the Summit logistics partner and manage practical arrangements.
- external stakeholder management such as liaising with prospective and confirmed speakers, resources and knowledge partners.
- internal coordination and communication around the Summit, including arranging internal workshops.
- contributing to the development of speeches, invitations, narratives, and other written products.
- foreseeing and managing risks and challenges.
- contributing to the development and delivery of other projects and initiatives across the organisation, depending on your interests, qualifications, and organisational needs.

The portfolio of responsibilities will be adjusted depending on the selected candidate, and of the successful candidate of a parallel vacancy in the same team.

You will report to Director of Strategic Initiatives and Head of Annual Summit, Ingrid Sidenvall Jegou, and will join a small team dedicated to the Annual Summit and Strategic Initiatives. In addition, you will work closely with colleagues in the community, communications and operations teams, as well as with the programme teams. You will frequently engage with our large community of partners and experts.

Who is suitable for this role?

We are looking for someone who has solid experience in managing complex projects, especially international, multi-stakeholder, generative processes. You have the ability to develop and follow good plans, and you know when to adapt or to deviate from them. As this position isn't a management position, it is vital that you are able to motivate and spur colleagues, including in other teams, to work towards our common goal. You keep the bigger picture while giving the necessary attention to the details. Knowledge and experience from the maritime and/or sustainability/climate/energy space are essential.

Moreover, you

- are intellectually curious, driven, and enjoy the challenge of working in a dynamic environment, adapting to an evolving portfolio of activities and events.
- enjoy managing complex projects in a matrix-organisation where you set the plan and have a firm eye on making everybody contribute.
- take the initiative, are curious to new ideas, and love to generate new ideas yourself
- have an eye for detail while commanding the broad picture.
- enjoy removing barriers for your colleagues and rolling up your sleeves when required.
- are ambitious, independent, and used to exercise informal leadership to secure progress.
- interact confidently with – and at times challenge – executive leadership and senior collaborators.
- are proactive and able to drive initiatives with a high degree of integrity by taking ownership and responsibility to resolve challenges.

Preferred qualifications

- Relevant academic degree within business, economics, environment, management, law, etc.
- 7-10 + years of professional hands-on experience working with multi-stakeholder engagement.
- Experience with working across cultures
- Strong communication skills and full proficiency in English, both verbally and in writing.

What we offer

We offer an opportunity to be part of a dynamic, growing organisation and a young, purpose-driven team. We are driven by our passion for making the maritime industry more sustainable. We have high ambitions, but a strong culture of collaboration, being friendly, humble, and helping and supporting each other.

Besides that, we offer

- Beautiful office central in Copenhagen
- Flexibility to work from home
- Market level salary level (depending on your experience)
- An international and inclusive team, currently counting ~ 25 different nationalities
- An opportunity to make a real-life difference for people and planet
- A salary remuneration package including health insurance, mobile phone, paid wifi, and lunch scheme

How to apply

Please send your CV and motivational application to careers@globalmaritimeforum.org. no later than **12 January 2025**. Please mark your application with your **full name and "Senior Project Manager, Annual Summit"**.

For more information about the Global Maritime Forum or the position, please contact Michael Søsted, Managing Director, Head of Finance and Operation at +45 4253 2047.

Practical information

The position is full-time. The expected start date is 1 March 2025.

The duty station is our Copenhagen office with the possibility to work from home as per the agreement with your manager. A valid working permit in Denmark is required.