



Project Coordinator, transparency initiatives

Global Maritime Forum, Copenhagen

Apply before 20 February 2025

Do you want to join our mission to make the maritime industry more sustainable for both people and planet? You now have the chance to become part of our international, diverse team of purpose-driven individuals in a role that helps us deliver on our sustainability activities.

We are looking for a Project Coordinator to join our Transparency Initiatives Team, that drives initiatives that strengthen transparency and enable action across decarbonisation in the maritime sector. We're looking for a person who is great at facilitating change and project management.

Does that sound interesting? Keep reading to learn more!

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.

Working with industry stakeholders in the maritime value chain – financial institutions, insurers, and cargo owners – the Global Maritime Forum has helped create three ground-breaking Transparency initiatives that establish common decarbonisation roadmaps and assessment methodologies for the maritime sector: the Poseidon Principles for Financial Institutions in 2019, the Sea Cargo Charter in 2020, and the Poseidon Principles for Marine Insurance in 2021.

To learn more about the Transparency initiatives and its signatories, go to www.poseidonprinciples.org and www.seacargocharter.org.

Where we need support

As our new Project Coordinator, your primary responsibility will be to actively help us manage and further develop the three transparency initiatives, mainly for both Poseidon Principles initiatives. You will work with a broad variety of tasks, including meeting coordination, stakeholder management, or enhancing the existing methodology in cooperation with our external technical advisors.

You will become a key pillar of the transparency team, which currently consists of four full-time colleagues (two Project Managers and one Project Coordinator) and one student assistant, and you will report to the ESG Lead. We are looking for a colleague who is as invested as we are in facilitating change, and highly interested in strengthening the transparency initiatives further, as they grow and develop.

About the role

In this role you will be an integral part of the Secretariats for the existing transparency initiatives. Responsibilities include:

- Being a key part of the day-to-day operations management for the three transparency initiatives (mainly Poseidon Principles for Financial Institutions and Marine Insurance): meeting coordination, budgeting, financial controlling, reporting, onboarding future members, ensuring that all formal requirements and obligations are met.
- Stewarding relationships with current signatories, working with them to expand membership and onboard new signatories; as well as working with them, colleagues at the Global Maritime Forum and expert advisors to further develop the initiatives for example by expanding the scope or improving methodologies.
- Collaborating with our communications team to develop and manage communication strategies and plans, develop communication materials, write annual disclosure reports, prepare events, and the like. Furthermore, identifying speaking opportunities (such as conferences, online events) for the signatories and the Secretariat.
- Supporting and delivering other projects and tasks as needed, in line with the skills and experience that contribute to the transparency initiatives' overall objectives.

About you

- You are highly motivated, proactive and thrive in an evolving collaborative work environment; as a colleague, you are enthusiastic, helpful, service-minded, and diligent.
- You are willing to roll up your sleeves to deliver high-quality outputs, but also comfortable with building engagement with key stakeholders from the industry, expert advisors, and the like.
- You have good organisational skills and can adapt to changing priorities.
- You are comfortable working in a global context.
- You have strong English proficiency, both verbally and in writing. Danish is not a requirement.

Preferred qualifications

- University degree in a relevant discipline (management, social sciences – political science, business administration, economics, sustainability, environmental management, or similar).
- 2-3 years of relevant professional experience. We also value motivation and interests!
- Solid research, writing and presentation skills with proven ability in researching new topics and communicating complex ideas.
- Knowledge of the maritime sector and climate disclosure initiatives, finance and insurance sectors is an asset, but not required.

About us

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.

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 **20 February 2025**. Please mark your application with your full name and "Project Coordinator, Transparency Initiatives". 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.

For more information about the Global Maritime Forum or the position, please contact Morgane Graffion, ESG Lead, at **+45 3133 2070**.

Practical information

The position is full-time (37.5 hours). We hope you can start as soon as possible. The preferred work location will be at our office in Copenhagen with the possibility to work from home as per agreement with your manager. The Global Maritime Forum is based in Copenhagen, but a remote placement can be considered in places where the Forum has a presence.