

# JOB DESCRIPTION: SUSTAINABLE CONSUMPTION INTERNSHIP

<b>Job title:</b>	Sustainable Consumption Programme Assistant
<b>Location:</b>	UK based remote work with regular visits to global office in London
<b>Managed by:</b>	Sustainable Consumption Specialist
<b>Fixed Term:</b>	6 months
<b>Salary:</b>	£19,907 per annum (pro-rata for 6 month term)

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## BACKGROUND:

Consumers International is the only global membership organisation bringing together over 200 member organisations in more than 100 countries to empower and champion the rights of consumers.

We work with our members and partners, across national borders to address critical, systemic global issues that impact and involve consumers. Representing and empowering consumers, we are their voice in international policy-making forums and the global marketplace to shape a world where everyone has access to safe and sustainable products and services.

Our rapidly developing programmes consider consumers rights and needs, meeting the sustainable development goals and the areas where our global movement can make the biggest difference, shaping the future for consumers in food, finance, energy, mobility, sustainable consumption and more from the future of food production and consumption to catalysing a sustainable energy transition.

## PURPOSE OF THE ROLE:

The overall purpose of the role is to support Consumers International's research, analysis and global advocacy on the topic of sustainable consumption. This will involve assisting the Sustainable Consumption Specialist in the coordination of activities under the Consumer Information Programme of the United Nations' One Planet Network and supporting the implementation of Consumers International's new strategy on sustainable consumption. This strategy is focused on the consumer opportunities and challenges created by new technology and a new approach of working with a broader network of stakeholders to deliver positive change for consumers around the world.

This is a varied role that will involve working with Consumers International's teams and partners to deliver research, briefings and reports, co-ordinate projects and communicate with external stakeholders including in governments, businesses and civil society.

This role is an excellent opportunity for someone with an interest in sustainability and keen to make a contribution to the implementation of the Sustainable Development Goals.

## KEY RESPONSIBILITIES:

**Main Areas of Responsibility** (these responsibilities are not exhaustive and may change in relation to organisational need):

We are looking for an enthusiastic individual, interested in sustainability, with excellent research, analysis and presentation skills. An interest in consumer issues would also be a considerable advantage. You should be comfortable with working in a busy and varied environment and able to write and communicate clearly and effectively with a variety of people from different cultural backgrounds. You will need to be organised and able to manage your time and coordinate all activities related to the role.

Key responsibilities of the role include the following, all of which will be delivered with the support of the Sustainable Consumption Specialist:

1. Conduct research and analysis to support the development of briefings, proposals, reports and events.
2. Co-ordinate the activities and initiatives of working groups and projects within the UN One Planet Network Consumer Information Programme (e.g. on Type 1 ecolabels, preventing plastic pollution, product sustainability information, social impact communication). This will include writing reports for a variety of audiences and managing the programme's newsletter and webpages on the One Planet Network website and other communications content.
3. Draft, provide input to, and disseminate communications (e.g. meeting minutes, research reports, topic briefings) to stakeholders of the Consumer Information Programme, ensuring accurate, timely and appropriate communications.
4. Contribute to funding proposals to support future work on sustainable consumption.
5. Work with Consumers International's members and partners to gather insight to inform the development of our work on sustainable consumption.
6. Deliver small to medium size events including supporting the development of agendas, invite lists and logistical arrangements such as coordinating travel for staff and speakers and delegates attending the event.
7. Support the Sustainable Consumption Specialist with coordinating the Green Action Fund and supporting members in the application process, including delivering research and ensuring key external communications are delivered on-time for the success of the annual Green Action Week. Also, promoting the campaign within Consumers International and with other external stakeholders.
8. Support the communication of activities and decisions internally on sustainable consumption so that all staff are informed and engaged in our work.

### **The overall work of Consumers International**

1. Contribute to team meetings and other Consumers International-wide communication and outreach.
2. Carry out other specific activities as required to support the strategy of Consumers International.

This is a description of the job as it is presently constituted. It is the practice of Consumers International to review job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is the organisation's aim to reach agreement on changes, but if agreement is not possible, Consumers International reserves the right to insist on changes to your job description, after consultation with you.

# PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS	CRITERIA	Criteria Tested At	
		Application	Interview
<b>EXPERIENCE and KNOWLEDGE</b>	Experience of working in an office environment.	X	X
	Experience of writing a range of different materials for a non-academic audiences.	X	X
	Experience of supporting events and/or coordinating projects.	X	X
	Knowledge of global sustainability debates, the Sustainable Development Goals, key international policies on sustainable consumption.	X	X
<b>SKILLS AND ABILITIES</b>	A cooperative team worker: flexible, responsive and able to work with colleagues across the team and organisation	X	X
	Self-motivated and able to work efficiently without close supervision	X	X
	Strong administrative and organisation skills and the ability to manage multiple deadlines	X	X
	Confident telephone manner	X	X
	Fluent in spoken and written English	X	X
	Strong IT skills	X	X
	Self-starter with can-do attitude, proactively proposing new ideas in support of our strategy and continuous improvement	X	X
	Able to thrive in a multicultural, highly collaborative and agile work environment	X	X

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