

## JOB DESCRIPTION

**Job title:** Partnerships and Development Coordinator

**Location:** Remote work, with occasional trips to London (UK based)

**Managed by:** Director of Partnerships and Development

**Contract:** 18 months fixed-term contract, full-time

**Salary:** £20-25k, dependent on experience

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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 all consumers for a fair, safe and sustainable marketplace.

We work with our members and partners, across national borders to address critical, systemic global issues that impact and involve consumers. We deliver innovative, collaborative and impactful programmes across our Change Agenda areas of food, finance, energy, mobility, Internet of Things, AI, sustainable consumption and more. Representing and empowering people, we are the independent consumer 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 work contributes to a better future by building consumer protection, engagement and empowerment globally.

## PURPOSE OF THE ROLE

The Partnerships and Development Coordinator is a key role within the Partnerships and Development team. The team focus on identifying and building new partnership opportunities, diversifying our income streams and engaging with a range of stakeholders to advance the mission of Consumers International.

Reporting into the Director of Partnerships and Development, the Partnerships Coordinator will be critical to diversifying Consumers International's income streams and will support the development of new products, playing a vital role in the ideation, design and pilot of these new products. The successful candidate will also be pivotal in day-to-day partnership coordination and stakeholder engagement, onboarding quality partners and ensuring a smooth and accurate process between finance and the programme team for all new opportunities. You will be able to refine existing systems of working and develop new ways of working to optimise and maximise our impact.

The Partnerships and Development Coordinator will have the opportunity to work with a vast range of stakeholders from the business and philanthropy world. From multinational businesses to challenger start-ups. You will be encouraged to share new ideas for engagement and partnerships, to map key

prospects for Consumers International and to update and develop core stewardship and marketing materials.

There are also development opportunities such as being supported to manage your own stakeholders and take a 'lead' through to a partnership. This position also has exposure to Consumers International's Director General, Helena Leurent, and C-suite executives among external stakeholders.

## KEY RESPONSIBILITIES

### Research prospects and funding trends

- Map key prospects for each Change Agenda area, map key stakeholders at each prospect and stay abreast of news with target prospects
- Support the production of quarterly funding trend reports
- Support project development

### Positioning of Consumers International with target audiences

- Map key business engagement moments in the calendar and propose ideas for how Consumers International can engage and position itself
- Identify opportunities in Consumers International's Global Calendar for target prospect engagement and coordinate outreach
- Update and further develop master stewardship materials
- Create quarterly stewardship materials
- Engage key stakeholders regularly
- Write blogs relevant to external stakeholders

### New product development

- Help to onboard and coordinate strategy and communication agency partners
- Research potential ideas and join ideation sessions
- Help to create new product collateral
- Help to project manage pilot and evaluation of new products
- Effectively engage and coordinate relevant stakeholders

### Contracts and partnership onboarding

- Draft contracts and Non-Disclosure Agreements using Consumers International's templates
- Schedule partnership funding payments and support forecasting of income
- Complete New Opportunity Initiation forms and partnership documentation for internal management and the Board of Trustees
- Keep up to date records for each prospect and partner
- Assist Finance function with raising Funder invoices and liaising with Funder regarding payment
- Support the finance and project team with budget variance and partnership communication of this

### Support the Partnerships and Development team

- Ensure the Partnerships and Development team are responding to all external engagement in a timely manner

- Evaluate partnership request invitations and present to the team
- Ensure stakeholder data is tracked in salesforce, including up to date contact details, help to refine use of salesforce
- Set up meetings, produce meeting briefings
- Co-ordinate and draft pre-meeting communications and follow-up
- Support the agenda and smooth running of Business Member Connects
- Support with developing team updates for the Consumers International team and the Board of Trustees
- Keep a record of grant reporting requirements and check-in with relevant team members to ensure reporting deadlines are being met

## PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS	CRITERIA
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Partnerships, stakeholder management, network management and/or sales experience</li> <li>• Project co-ordination experience</li> <li>• Experience with Salesforce (desirable)</li> <li>• Experience in marketing or communications (desirable)</li> <li>• Number of years' experience: 1+</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• The ability to think globally and engage an international cross-sector audience</li> <li>• Strong sensitivity to working multiculturally</li> <li>• Excellent written / verbal communication skills</li> <li>• Seeks creative and innovative ways to address perceived barriers and problems and adopt a solution-focused approach</li> <li>• Thoughtful and decisive under pressure</li> <li>• Interpersonal skills and the ability to build relationships</li> <li>• Forward planning skills as well as ability to respond to day to day changing priorities</li> <li>• Self-starter with can-do attitude, proactively proposing new ideas in support of our strategy and continuous improvement.</li> <li>• Thrives building out new ideas and in an entrepreneurial environment</li> <li>• Comfort with holding conversations with senior executives</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• International civil society organisations and their role in systems change</li> <li>• Consumer rights (desirable)</li> </ul>
<b>EDUCATION/ TRAINING</b>	<ul style="list-style-type: none"> <li>• Evidence of recent continuing professional development</li> </ul>
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Commitment to the aims and objectives of Consumers International</li> <li>• Able to thrive in a multicultural, highly collaborative, and agile work environment</li> <li>• Excellent organisational representative</li> <li>• Outstanding collaborator, with the ability to build strong relationships internally</li> <li>• Able to legally work in the UK (Consumers International cannot assist with visa applications)</li> </ul>

# OUR VALUES

The Consumers International team strives to live the following values:

Leadership	<ul style="list-style-type: none"> <li>• Making tough trade-offs to ensure we deliver against strategy.</li> <li>• Charting a path forward – listening to other perspectives, while being independent of those perspectives.</li> <li>• Self-starting, motivated to put ourselves in leadership positions and drive forward pieces of work.</li> <li>• Striving to bring others with us – colleagues understand the direction we are taking and our reasoning. Viewpoints are sought at key moments and delivery is orientated around the strategy.</li> </ul>
Inclusivity	<ul style="list-style-type: none"> <li>• In delivering our strategy, creating the space to listen and understand views, and diversity of participation and representation.</li> </ul>
Caring	<ul style="list-style-type: none"> <li>• Caring about the career development and success of our colleagues and how our team collaborates together.</li> <li>• Caring about the future of consumers and members and achieving impact for them through our strategy and change agenda.</li> </ul>
Innovation	<ul style="list-style-type: none"> <li>• Pursuing new creative ideas that have the potential to change the world.</li> </ul>
Agility	<ul style="list-style-type: none"> <li>• Adapting quickly in response to opportunity.</li> </ul>
Efficiency	<ul style="list-style-type: none"> <li>• Generating the greatest impact for the least effort. Keeping it simple and systemising for efficiencies.</li> </ul>
Excellence	<ul style="list-style-type: none"> <li>• Delivering work to the highest standards with professionalism and integrity. The quality of work is evident to all.</li> </ul>
Passion	<ul style="list-style-type: none"> <li>• Passion for a safe, fair, and sustainable marketplace for consumers drives our impact and the achievement of our organisational goals.</li> <li>• Engaging with energy and excitement.</li> </ul>

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.

**Updated: March 2021**

Consumers International is an equal opportunities employer with a policy to ensure that no job applicant or employee should receive less favourable treatment on any grounds not relevant to good employment practice.

## APPLICATION

If you are interested in this position, please share your CV and a covering letter with [recruitment@consint.org](mailto:recruitment@consint.org)

We will be reviewing applications on an on-going basis until 18:00 (BST) on the 10<sup>th</sup> of October 2021 – early application is recommended. Interviews will take place week commencing the 11<sup>th</sup> of October 2021.

**We look forward to hearing from you and thank you in advance for your time.**