

## JOB DESCRIPTION

**Job title:** Sustainable Consumption Intern

**Location:** Remote work (UK based)

**Managed by:** Director - Consumer Rights, Innovation & Impact

**Salary:** £19,907 per annum (pro-rata for 6 month term)

**Contract:** Fixed term – 6 months

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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, product safety, mobility, digital rights, 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 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 Lead 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 Lead:**

- Conduct research and analysis to support the development of briefings, proposals, reports and events.
- 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.
- 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.
- Contribute to funding proposals to support future work on sustainable consumption.
- Work with Consumers International's members and partners to gather insight to inform the development of our work on sustainable consumption.

- 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.
- Support the Sustainable Consumption Lead 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.
- 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:**

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

# PERSONAL SPECIFICATION

ESSENTIAL REQUIREMENTS	CRITERIA
<b>EXPERIENCE &amp; UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Experience of working in an office environment.</li> <li>• Experience of writing a range of different materials for a non-academic audiences.</li> <li>• Experience of supporting events and/or coordinating projects.</li> <li>• Knowledge of global sustainability debates, the Sustainable Development Goals, key international policies on sustainable consumption.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• A cooperative team worker: flexible, responsive and able to work with colleagues across the team and organisation</li> <li>• Self-motivated and able to work efficiently without close supervision</li> <li>• Strong administrative and organisation skills and the ability to manage multiple deadlines</li> <li>• Confident telephone manner</li> <li>• Fluent in spoken and written English</li> <li>• Strong IT skills</li> <li>• Self-starter with can-do attitude, proactively proposing new ideas in support of our strategy and continuous improvement</li> <li>• Able to thrive in a multicultural, highly collaborative and agile work environment</li> </ul>
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Interest in consumer issues</li> <li>• Ability to legally work in the UK (Consumers International cannot assist with visa applications)</li> <li>• Commitment to the aims and objectives of Consumers International</li> <li>• Second language would be an asset</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>

# EMPLOYEE BENEFITS

Consumers International employee benefits include:

- 27 days holiday, plus bank holidays
- Pension (employer contribution fixed at 5.25%, minimum employee contribution 3.75%)
- Life insurance cover of x2 annual salary
- Long term illness insurance
- Employee discounts on goods and services

# APPLICATION

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

Your cover letter should explain clearly how your skills and experience relate to the criteria detailed in the person specification section of the job description.

We will be reviewing applications on an on-going basis until 12th January 2022.

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

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.

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.

**Updated: March 2021**