

## JOB DESCRIPTION

**Job title:** Sustainable Consumption Specialist

**Location:** Remote (UK based)

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

**Contract:** £28,000 to £30,000 per annum. 12 month contract with potential for extension

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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:

To create a dynamic, powerful, and trusted connection between Consumers International and UN Environment Programme's work to help drive sustainable consumption worldwide. To drive the success of the UN's 10 Year Framework Consumer Information Programme for Sustainable Consumption and Production (CI-SCP), through excellent project management and stakeholder engagement. To assist with the build and development of Consumers International's strategy and programmes on sustainable consumption. To build lasting relationships with a range of organisations and stakeholders to drive impact on sustainable consumption.

### Strategy

1. To provide deep, relevant, and up to date understanding of sustainable consumption trends globally.
2. To support and guide strategy setting for the Consumer Information Programme and Consumers International engagement in the programme.
3. To assist with Consumers International strategy setting related to sustainable consumption.

### Leadership and Representation

4. Plan and manage meetings and webinars of the programme's Multi-stakeholder Advisory Committee and represent Consumers International.

5. Lead and support coordination initiatives across the five other 10YFP programmes and with the 10YFP Secretariat (based at UN Environment Programme in Paris) on e.g. projects, communications, strategy, fundraising.
6. Represent the CI-SCP programme and/or Consumers International as appropriate.

#### **Programme and Project Management**

7. Ensure excellence in activities and initiatives under the programme, including proactively contributing to, advising or leading working groups and projects.
8. To strengthen and grow the Consumer Information Programme providing strategic input and decisions on annual work plans, communications strategies, and project work.
9. Develop new project proposals, initiate/support project work and pursue funding opportunities with programme partners and other external actors.
10. To lead specific projects within the programme as appropriate.
11. Monitor and report on the programme's progress against the 10YFP's indicators of success, to the 10YFP Secretariat and Board, and to the programme donor.

#### **Member Engagement**

12. To lead the CI-SCP network through excellent community management.
13. To lead Consumers International's members on sustainable consumption to share information, support their initiatives and drive common purpose and action.

#### **Partner Engagement**

14. To ensure excellent communications between UNEP CI programme and Consumers International at all times, maintaining and growing a longstanding and trusted partnership.
15. To build lasting relationships with relevant stakeholders and organisations.

#### **Communications**

16. Design and lead the programme's communication strategy and content including newsletter, webpages on the 10YFP's Global SCP Clearinghouse and other tools.
17. Provide technical and editorial input to programme reports and other published content.
18. To lead approach and strategy for engaging in global sustainable consumption events for the CI programme and Consumers International.

#### **Team**

19. Line management of Sustainable Consumption Intern.
20. Work collaboratively with colleagues across the organisation to support the implementation of the Strategic and Business Plans.
21. Actively support the development and delivery of programmes and new insight, with an excellent flow of information.
22. Build and apply insight into emerging global issues relevant to Consumers International.
23. Actively promote equality and diversity in all Consumers International activities.

# Personal Specification

	CRITERIA	Criteria Tested At	
		Application	Interview
<b>EXPERIENCE</b>	i. At least two years' experience working on initiatives, advocacy, or policy related to sustainable consumption	✓	✓
	ii. At least one year's experience of project management in a multi-stakeholder environment	✓	✓
	iii. Experience of working with international decision-making bodies (desirable)	✓	✓
	iv. Experience of co-ordinating input from, and the activity of, individuals and organisations in disparate geographic locations (desirable)	✓	✓
<b>SKILLS AND ABILITIES</b>	v. Fluency in written and oral English.	✓	✓
	vi. Excellent communication skills. Ability to communicate complex information succinctly both in writing and verbally	✓	✓
	vii. Strong interpersonal and negotiation skills.	✓	✓
	viii. Ability to be sensitive to different contexts and cultures and adept at functioning in political situations.	✓	✓
	ix. Ability to manage multiple, flexible priorities.	✓	✓
	x. Proficiency in MS Office (Word, Excel, and PowerPoint) required, ability to work with virtual meeting tools to run seamless global meetings.)	✓	✓
	xi. Self-starter with can-do attitude, proactively proposing new ideas in support of our strategy and continuous improvement	✓	✓
	xii. Able to think creatively, using insight to make connections which lead to fruitful partnerships	✓	✓
	xiii. Excellent time management and organisational skills	✓	✓
	xiv. Strong implementation and follow through skills	✓	✓
	xv. Good analytical skills	✓	✓

<b>KNOWLEDGE</b>	xvi.	Excellent understanding of sustainable consumption and sustainable development issues and processes.	✓	✓
<b>EDUCATION/ TRAINING</b>	xvii.	At least an MA in the field of Sustainability, Sustainable Consumption, or a related field	✓	
<b>OTHER ESSENTIAL REQUIREMENTS</b>	xviii.	Commitment to the aims and objectives of Consumers International		✓
	xix.	Able to thrive in a multicultural, highly collaborative, and agile work environment	✓	✓
	xx.	Good organisational representative	✓	✓
	xxi.	Outstanding collaborator, with the ability to build strong relationships internally	✓	✓
	xxii.	Second language would be an asset	✓	
	xxiii.	Able to travel globally (occasionally)	✓	
	xxiv.	Able to legally work in the UK (Consumers International cannot assist with visa applications)	✓	

## Our values

The Consumers International team strives to live up to 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 (pro rata)
- 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 (no more than two pages) 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.

Deadline for applications: Wednesday **15 June 2022**. Early applicants are encouraged as interviews will take place on a rolling basis.

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