

## JOB DESCRIPTION

**Job title:** Coordinator, Partnerships & Engagement

**Location:** Remote working

**Managed by:** Director, Partnerships & Development

**Contract:** 1-year fixed term

**Salary:** £24,750 per annum

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## BACKGROUND

Consumers International is the only global membership organisation bringing together over 200 consumer 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 people, we are their voice in international policy-making forums and the global marketplace to shape a world where everyone has access to fair, safe and sustainable products and services.

Working for Consumers International provides the opportunity to build solutions and partnerships to address the foremost marketplace issues and opportunities at global scale. See [here](#) for our achievements in 2022.

## PURPOSE OF THE ROLE

Consumers International is already working in partnership with three of the leading global foundations – The Rockefeller Foundation, Bill & Melinda Gates Foundation and Ford Foundation - and we have influential relationships with the world's leading businesses. In 2023, we will strengthen this portfolio to increase our impact and sustain our organisation.

We are looking for ambitious and impact-driven colleagues who can develop and build partnerships with a range of stakeholders including leading businesses and foundations. The Coordinator, Partnerships & Engagement will be central to the research, planning and execution of engagement with priority businesses and foundations to support the strategic development of the organisation and its funding streams.

The successful candidate will demonstrate ambition for, and commitment to, consumer protection and empowerment. They will be globally minded, have a keen interest in an evolved and better marketplace

for consumers, people and planet and be passionate about the role of business partnerships in shifting the marketplace to reach these goals.

This is an entry-level position, providing the successful candidate with experience across partnerships and opportunities to support on wider organisational opportunities.

## KEY RESPONSIBILITIES

### Prospect Research:

- Develop briefings on prospective business and foundation partners
- Research and create meeting briefings
- Conduct due diligence on prospective and current partners

### Funding & Organisational Development:

- Support concept and proposal development through research and gathering necessary information about Consumers International to support the success of the bid
- Research funding opportunities and share with relevant teams and members
- Generate insights on the funding landscape

### Relationship Management:

- Support the team to develop appropriate communication materials for all stages of partner relationship development and management
- Work with the Partnerships and Communications team to create a calendar of engagement opportunities for prospects and partners, coordinating invites for prospects and partners to maintain their interest and engagement with Consumers International

### Tracking & Coordination:

- Track and coordinate actions of team meetings
- Track key partnership milestones and coordinate deadlines to ensure timeline submissions
- Support with financial forecasting
- Track new and existing relationships in Salesforce and become a Salesforce champion for the team, driving effectiveness and efficiency

# PERSONAL SPECIFICATION

ESSENTIAL REQUIREMENTS	CRITERIA
<b>EXPERIENCE &amp; UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Understanding of the need to partner between different organisations</li> <li>• Experience in coordinating multiple projects at once and meeting competing deadlines</li> <li>• Experience of researching topics and stakeholders</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• A team player</li> <li>• Good attention to detail</li> <li>• Strong organisation skills and the ability to manage multiple deadlines</li> <li>• Fluent in spoken and written English</li> <li>• Strong IT skills with excellent use of MS Office (Word, Excel, and PowerPoint), and excellent grasp of virtual meeting software (e.g. Zoom or Teams)</li> <li>• Project management skills (e.g. Gantt charts or other online applications)</li> <li>• Excellent communication skills, both oral and written</li> </ul>
<b>OTHER ESSENTIAL 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, collaborative and agile environment, with a clear understanding of the sensitivities, challenges and opportunities of running global events and working with those from different cultures, skills and work backgrounds</li> <li>• Able to quickly adapt and work in a fast-paced work environment</li> <li>• Outstanding collaborator, with the ability to build strong relationships internally and externally</li> <li>• Self-motivated, pro-active and able to work efficiently without close supervision</li> </ul>
<b>NON-ESSENTIAL REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Second language would be an asset (French, Spanish or Arabic)</li> <li>• Background knowledge in digital consumer rights, sustainable consumption and/or product safety</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.

## EMPLOYEE BENEFITS:

Employee benefits offered will be in line with the statutory requirements in effect for the regional location that the applicant resides in.

## HOW TO APPLY:

If you are interested in this position, please share your CV and a covering letter combined in one PDF (no more than four 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 this job description.

We will be interviewing on a rolling basis.

For any questions relating to the job role, please contact Josephine Parmee, Director, Partnerships & Development: [jparmee@consint.org](mailto:jparmee@consint.org).

### 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.