

JOB DESCRIPTION

Job title: Coordinator, Sustainable Living

Location: Remote

Managed by: Director General

Salary: £27-30,000 per annum depending on experience

Application deadline: 16th December 2024

Contract: Full-time, Fixed term – 6 months

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 sustainable development, digital rights, 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

Consumers International is embarking on a range of initiatives in 2025 in sustainable living which include projects and campaigns related to topics like food and energy systems. The Coordinator, Sustainable Living will play a crucial role to help our global team of experts on these topics stay connected, aligned and reaching common goals including World Consumer Rights Day.

We are looking for a highly organised, proactive and energetic individual who is keen to build the team with us and passionate about sustainable development. You should be comfortable working remotely in a busy and varied global environment and able to communicate clearly and effectively.

This role may be shaped to cover a variety of topics and opportunities such as research or project management depending on the needs of the organisation and interests / skills of the individual.

MAIN RESPONSIBILITIES

Main Areas of Responsibility (these responsibilities may change in relation to organisational need):

Team co-ordination and development

- Support setting the agenda for the weekly and quarterly meetings for the globally located team; track and monitor next steps to support team leadership
- Track goals and impact for sustainable living programme and projects
- Maintain and plan team calendar to include relevant global events and major project milestones
- Support with select team management activities e.g., gathering information, organising team intranet, budget planning etc
- Improvement of team processes to increase efficiency and wellbeing
- Stakeholder engagement and partnership development support
- Ad hoc projects to assist with strategy and organisational development

Event co-ordination

- World Consumer Rights Day: Support preparation for the annual World Consumer Rights Day, a global campaign in over 100 countries focused on a Just Transition for Sustainable Living. This will include coordination and relationship building with consumer advocates and leaders around the world, virtual event design and delivery, planning and tracking event statistics, and other related activities.
- Preparation for events ranging from webinars to online conferences to in person events around the world

Project management

Project management responsibilities are dependent on the interest of the individual and time-availability given other responsibilities. Involvement in sustainable living projects may include:

- Research and analysis, gathering and synthesizing views from across consumer organisations, government and experts on latest developments or best practices
- Researching, designing and building strategies for engaging experts
- Creating effective project plans and carrying out activities to achieve project goals

JOB REQUIREMENTS

ESSENTIAL REQUIREMENTS	CRITERIA
EXPERIENCE & UNDERSTANDING	<ul style="list-style-type: none"> • Knowledge and / or strong interest in global developments in sustainability, energy systems, food systems or other areas relevant to sustainable living • Experience of coordinating projects, schedules and across teams • Understanding how to support and influence teams to reach agreed deadlines • Experience in research or monitoring, learning and evaluation an asset • Experience or understanding of working remotely and in a global organization
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Excellent organisational skills and the ability to plan forward and proactively manage multiple parallel projects. • A cooperative team worker: agile, flexible, responsive and able to work with and influence colleagues across the team and organisation. • Self-starter with can-do attitude, proactively proposing new ideas in support of our strategy and culture; able to structure next steps and work efficiently without close supervision. • Confident communicator; Fluent in spoken and written English; other languages an asset • Confident with using online tools: Proficiency in Microsoft Office applications (PowerPoint, Word, Excel) is required for this position; Experience with Salesforce an asset.
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Interest in consumer rights issues. • Commitment to the aims and objectives of Consumers International. • Ability to travel for key events and meetings.

OUR VALUES

The Consumers International team strives to live the following values:

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

EMPLOYEE BENEFITS

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

We offer co-working spaces (up to 2 days at Regus offices) and an allowance for the pension scheme if the individual is hired through Globalization Partners, our International recruitment partner.

Holiday entitlement will be specific to each location and will be dependent on the public holidays available in the location

APPLICATION

If you are interested in this position, please share your CV and a covering letter with recruitment@consint.org as soon as possible.

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

We will be reviewing applications on an on-going basis until Monday 16th December 2024, and will look to bring a successful candidate in as quickly as possible, so please get your application in early if possible.

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: November 2024