

## JOB DESCRIPTION

**Job title:** Research and Events Coordinator, Sustainability

**Location:** Remote (global based)

**Managed by:** Director of Sustainability

**Salary:** £24,000- £28,000, dependant on experience

**Contract:** Full time; permanent

**Application deadline:** 12<sup>th</sup> June, 2026

---

### Background

Consumers International is the world's leading network of consumer organisations, uniting over 200 Members in more than 100 countries. Together, we work to protect and empower consumers everywhere, championing their rights and ensuring their voices shape products, policy and practice.

We collaborate with our Members and partners to tackle critical, systemic issues that affect people as consumers. As the only independent global advocate for consumers, we represent their interests in international policy forums and the global marketplace – helping to shape systems that are fair, safe and sustainable by design.

Joining Consumers International means contributing to bold, cross-border solutions at the forefront of consumer rights. Explore a selection of our recent achievements [here](#).

### Our Sustainability Programme

The transformation of the world's economy a more sustainable future, where the needs of people and planet are valued, is a critical area of focus for Consumers International. We believe it is essential that the consumer voice and interest is at the heart of sustainability policy and practice globally. We have workstreams focused on empowering consumers in the energy transition, the circular economy, and the shift to healthier and more sustainable diets. We aim to be part of systemic approaches to addressing critical environmental and social challenges, where consumers are respected as active participants in the economy, not considered only passive recipients of goods and services. We see the transition as a unique opportunity to embed consumer rights and interests in the design of our future economy.

## Purpose of the role

We are seeking a project coordinator to contribute research, project management and stakeholder management skills to support key projects advancing the consumer voice in the sustainability transition. This is a critical role in our team, and it comes with significant development opportunities.

An initial focus will be supporting delivery of key workstreams in our Clean Energy Futures Programme, where our vision is for an affordable and accessible energy system in which all people can enjoy the benefits of increasingly clean, decentralised and interconnected energy. You can explore our past achievements in promoting consumer interest in clean energy on our website, here: [Clean Energy Futures- Consumers International](#).

The Research and Events Coordinator will work alongside the Strategy and Projects Leads for Clean Energy Futures to manage engagement with the communities of practice that feed into our Clean Energy Futures work. This includes the Member Taskforce on Energy and the Multi-stakeholder Expert Group, comprised of cross-sector experts from business, academia and government.

The Coordinator will also contribute to project delivery through research into energy policy and practice and report writing, as well as joining programme strategy discussions in a strongly collaborative and non-hierarchical environment. We also anticipate the Coordinator working closely with our Insights Lead to conduct desk research and stakeholder interviews to deliver insights components of Sustainability Programme workstreams.

After an initial 6-month period focused on Clean Energy Futures, there will be opportunities for the Coordinator to broaden their remit to other projects and topics within the Sustainability Programme.

Reflecting this breadth and the opportunities to grow, the Coordinator will initially report into the Director of Sustainability, who will provide guidance and mentoring support.

The ideal candidate is a highly organised, proactive and energetic individual who can demonstrate their knowledge and professional interest in sustainability and an understanding of the importance of consumers in the transition. They should be comfortable working remotely in a busy and varied global environment and able to communicate clearly and effectively, verbally and in writing. Prior knowledge of the energy sector is useful but not a pre-requisite.

This role can be shaped to focus on variety of potential topics, capabilities and opportunities as we grow the team, depending on the needs of the organisation and skills and interests of the individual.

The role is open to candidates globally.

## Key Responsibilities

Key responsibilities of the role include the following:

- **Project Coordination:** Support the implementation of Sustainability Programme projects, with an initial focus on Clean Energy Futures. This will include managing project plans and tracking timelines for project deliverables, as well as engaging project partners to keep them updated on project progress.
- **Research support:** Support the Clean Energy Futures Strategy and Project Leads in conducting research and gathering examples and insights from our global network of stakeholders to inform the development of our analysis, reports and proposals. Support the Insights Lead with consumer insights research and stakeholder interviews.
- **Community coordination and meeting organisation:** Support organisation of in-person and online stakeholder workshops or meetings including supporting the development of agendas, invite lists

and online and in-person logistical arrangements where needed. This may include project related meetings and representation at other events and high-level global moments such as COP31.

- **Communications support:** Draft, provide input to, and disseminate communications (e.g. meeting minutes, research reports, topic briefings) to project stakeholders, ensuring accurate, timely and appropriate communications.
- **Strategic inputs:** Contribute your thoughts and ideas to development and delivery of the clean energy futures and wider sustainability work programmes and strategy as needed.

#### The overall work of Consumers International:

- Work collaboratively with colleagues across the organisation to support the implementation of the Strategic and Business Plans.
- Contribute as needed to team meetings and other Consumers International-wide communication and outreach.
- Embody the culture and values of Consumers International and help us deliver on those.

## Personal Specification

<b>ESSENTIAL REQUIREMENTS</b>	<b>CRITERIA</b>
<b>EXPERIENCE &amp; UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• At least two years experience of project coordination, including responsibility for deliverables.</li> <li>• Experience of writing a range of different materials for non-academic audiences.</li> <li>• Knowledge and demonstrable interest in sustainability topics, with understanding of key international frameworks such as the Sustainable Development Goals.</li> <li>• A background or knowledge of policy, political science, and/or energy, law or engineering (desirable).</li> <li>• Awareness of global clean energy debates would be an advantage.</li> <li>• Knowledge of research methodologies would be an advantage.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• A cooperative team worker: agile, flexible, responsive and able to work with colleagues across the team and organisation, and across time zones.</li> <li>• Strong administrative and organisational skills and the ability to manage multiple priorities and deadlines.</li> <li>• Self-motivated, driven, and able to work efficiently with minimal supervision.</li> <li>• Confident communicator, able to engage a diverse range of stakeholders.</li> <li>• A critical thinker with innate curiosity about the world.</li> <li>• Proficiency in Microsoft Office applications (PowerPoint, Word, Excel) is required for this position. Additionally, experience with, and interest in, AI tools and software such as Mailchimp and Salesforce would be advantageous.</li> <li>• A growth mindset, with desire to learn, develop and advance</li> </ul>
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Excellence in English essential. Second language would be an asset.</li> <li>• Able to thrive in a multicultural, highly collaborative and agile work environment.</li> <li>• Appetite for working remotely.</li> <li>• Ability to travel globally for key events and meetings.</li> <li>• Commitment to the aims and objectives of Consumers International.</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

Employee benefits offered will be in line with the statutory requirements in effect for the regional location that the applicant resides in. Applicants must have residency rights in their specified location for the duration of the employment contract.

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](mailto: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 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: May 2026**