



Linking local priorities to global challenges

Assistant Coordinator

Job details

Group	Climate Change
Team	Public Policy Response for Resilient Development
Reports to	Team Programme Manager
Responsible for	n/a
Purpose of job	To provide administrative, logistics, and finance support and production coordination for the Least Developed Countries (LDC) Initiative for Effective Adaptation and Resilience (LIFE-AR) project and general coordination to the team
Main contacts	Internal: Climate Change Group staff particularly LIFE-AR project team; Finance staff, and Communications staff External: Consultants, partners, suppliers, other organisations, the general public
Contract type	Fixed term (9 months) with possibility of extension subject to funds availability
Hours	Part time 21 hours p/wk
Location	Central London or Edinburgh
Grade and salary	Grade 6 - £26,133 – £28,741 pro-rata depending on experience (up to £31,624 pro-rata for exceptional candidates) plus benefits

Context

IIED is a policy and action research organisation. We promote sustainable development to improve livelihoods and protect the environments on which these livelihoods are built. We specialise in linking local priorities to global challenges. IIED is based in London and works in Africa, Asia, Latin America, the Middle East and the Pacific, with some of the world's most vulnerable people. We work with them to strengthen their voice in the decision-making arenas that affect them — from village councils to international conventions.

This role is based in the Climate Change Group and supports the LDC Initiative for Effective Adaptation and Resilience (LIFE-AR) project.

LIFE-AR is an LDC-led initiative with the objective of developing effective longer-term climate adaptation interventions and investments for resilience. Learning will be shared among all 47 LDCs and support provided to put learning into practice. This initiative will inform the development of adaptation plans out to 2050, as well as to further define National Adaptation Plans (NAPs) and Nationally Determined Contributions (NDCs). The project is funded by DFID through [KPMG](#) and runs until 30 June 2019.

Main responsibilities

1. Finance and contracts (approximately 35% of time)

- Under general guidance of the Team's Programme Manager, assist with contract and subcontract drafting and administration, for example: enter payment schedule information for contracts and subcontracts, generate donor invoices, prepare subcontract payment requests on focal point
- Log signed contracts on the project share-point
- Issue payment requests for invoices from service providers, saving documentation as required and following up with Finance on unpaid items and queries as necessary.
- Generate invoices and payment requests
- Process invoices on focal point, maintain tracking system for partner/supplier payments and follow up on unpaid items
- Follow up on unpaid donor invoices
- Check receipts and/or documentation against partner reports and transaction lists for project audits
- Provide ad hoc support to Team's Programme Manager and Group Director as required.

2. Communications and event management (approximately 40% of time)

- Under general guidance of the Team's Programme Manager, provide logistical support for LIFE-AR regional and LDC front runners workshops, overseas, including making flight and accommodation bookings, venue bookings, liaising with participants, assisting with visa applications, preparing documentation.
- Organise travel arrangements for the LIFE-AR project team, consultants and partners including accommodation and visas as required
- Maintain the LIFE-AR project site on share-point and circulate relevant project documents to LIFE-AR project team
- Coordinate and if needed draft content for the LIFE-AR project webpage
- Update and maintain the team's contacts on the IIED contacts database (hosted on CRM),
- Coordinate the production process of publications and other materials, including: source quotes from and liaise with external service providers such as editors, designers, printers; enter publication data on the IIED publications library, and coordinate the distribution of hard copy publications and other materials, liaising with our storage and mailing facility, printers and Reception as necessary.
- Maintain records of print runs, publications stocks and prepare simple statistics and reports on publication distribution/dissemination for the team and for IIED impact statistics.
- Proofread documents as required and ensure the basic formatting of final products matches IIED's branded publication templates
- Source photographs for publications and upload IIED and partner photographs into the IIED asset bank.

3. Coordination (approximately 20% of time)

- Deal with LIFE-AR enquiries (telephone, email) referring to other staff as appropriate
- Assist with compiling supporting documentation (such as receipts or transaction lists) for financial reports for LIFE-AR and other projects
- Provide general administrative support to the team including photocopying, information circulation, electronic and paper filing, dealing with despatch/couriers
- Plan and prioritise own work activities, responding to line manager and colleagues' requirements.
- Manage personal administrative tasks related to own work.

4. Contributions to institutional life (approximately 5% of time)

- Participate in the IIED-wide coordinators and core group (COG).
- Participate in group and cross-organisational activities and processes as required.
- Participate in organisation-wide projects, initiatives or working groups.
- Participate in institute meetings such as critical themes, discussion groups, lunchtime meetings, staff meetings, colleagues' presentations, etc.

- Participate in team and group discussions on the development and improvement of office systems, processes and procedures.

Person specification

Skills and experience

	Essential	Desirable
Qualifications	A levels or equivalent	Graduate degree
Knowledge	Excellent knowledge of business software (word processing, spreadsheets, databases and communications)	An interest in and understanding of the issues involved in Sustainable Development
Experience	Initial work experience in a similar service and administration / office support orientated role	Work experience in the voluntary/public sector
	Ability to set up and maintain office systems.	Working in an organisation where staff are frequently travelling or based at other locations
	Providing support to financial administration processes, for example, processing invoices and monitoring spend against a budget	
	Providing events support (ideally for events both in the UK and overseas), for example booking meeting venues, arranging catering, booking travel and visas	
	Proofreading and assisting with the production process and dissemination of publications	
Skills	Good written and verbal communication skills in English	Ability to converse in French
	Good organisational skills, accuracy, attention to detail and flexible approach to responsibilities	
	Ability to work independently and as part of a multicultural team	
	Ability to be adaptable and flexible, work on own initiative, prioritise work effectively and balance conflicting demands under supervision	
	Commitment to equality of opportunity and diversity	
	Willingness and ability to travel (3-5 trips/year), as appropriate to meet project commitments.	

Behavioural competencies

Competency	Description	Level required
Communicating with impact	The ability to influence, negotiate, build awareness and create credibility with others through the use of clear and effective communication	
Delivering excellence	A concern for delivering high quality work and improving performance. Consistently looks for ways to add value to colleagues, partners and stakeholders	
Developing others	Invests time and energy in fostering the long-term learning and development of others. This can involve the provision of practical advice, support, feedback or training to support development	
Empathy	An ability and desire to understand individuals, how they feel, their thinking and what drives their behaviour	
Flexible thinking	The ability to understand and appreciate issues from a wide range of perspectives and adapt one's thinking and approach based on this understanding	3
Information seeking	A curiosity to find out more about people, concepts and issues. Asks questions to clarify understanding, conducts research or scans the environment for information that may be of future use	3
Initiative	Thinks ahead and takes decisive action to make the most of opportunities and avoid future issues	3
Integrity and commitment	Demonstrates a commitment to the values of IIED and acts in the best interest of the organisation and its partners / stakeholders	3
Leading others	Leads own team and the wider organisation, through providing clarity, energy, decisiveness and long-term direction	
Understanding contexts	An ability to understand the organisational, political and cultural context within IIED and across other organisations / political bodies	
Working collaboratively	A desire to work cooperatively with others to maximise the effectiveness of IIED, build knowledge and understanding and minimise duplication of effort	

Expected levels of behavioural competencies enable the job holder to understand how they can be more effective in their role, how they can better support their colleagues, partners and stakeholders and how they can progress within IIED.