

Coordinator, Forest Team

Job details

Group	Natural Resources Group
Reports to	Principal Researcher (Forest Team Leader)
Responsible for	N/a
Purpose of job	To provide communications, events, administrative and occasional finance support to the Forest Team
Main contacts	Internal: Members of the Forest Team and Natural Resources Group; Coordinators, Finance and Communications staff External: Consultants, partners, suppliers, other organisations, the general public
Contract type	Fixed-term, maternity cover
Hours	Part-time, 2 days/week
Location	Central London
Grade and salary	Grade 5 - £30,877 – £33,978 pro-rata p.a. depending on experience (up to £38,317 pro-rata for exceptional candidates) plus benefits

Context

The International Institute for Environment and Development (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 Forest Team, which is part of the Natural resources group (NRG) whose planned goal for the FY15-19 strategy period is increased investment in locally controlled and sustainable land and natural resource use, by working with partners at local, national and international levels - generating evidence, strengthening capability and influencing policy and practice. NRG includes complementary teams in Agroecology, Legal Tools, Biodiversity and Water Infrastructure. It also steers cross-cutting work for IIED on food and agriculture, and on China as a global player in sustainable development.

IIED's Forest Team works with partners in Africa, Asia and Latin America to improve the livelihoods of those who live in and around forests, as well as ensuring that those forests are managed in a fair and sustainable way. Local communities, indigenous peoples and family smallholders are central to the work of the Forest Team, which normally engages with such groups through in-country partners (who comprise civil society organisations, academia, governments and private sector organisations) who together develop participatory work to achieve change. Methods used include innovative and participatory action-research to generate, validate and wield new evidence, support to mobilise in-country, regional and international partnerships, the development of tools, learning groups and events to build consensus and capability, the development of advocacy approaches and tactics and coalitions to implement them, and engagement of marginalised groups to shape in-country processes, change discourses and decision-making.

Main responsibilities

The main responsibilities of this post are to provide all-round support by applying established systems and processes to enable the smooth running of Forest Team operations and to ensure the effective administration of knowledge and communications outputs, events and some finance support. This post has responsibility for managing all knowledge and communication outputs, and for managing events hosted by Forest Team members (with or without additional support as required). Furthermore the post provides support to the Team's Senior Coordinator (Finance) on specific finance tasks. The postholder liaises with project partners, colleagues within IIED, consultants and other collaborators, as well as with donor officials, specialist audiences and the general public. The postholder also plays a liaison role between those of the Team's projects that they support, the Natural Resources Group and other parts of the institute, particularly Communications, Strategy and Learning, Finance and IT.

1. Management & Coordination (20%)

- Collate information from Team and partners, draft narrative documents for donor reporting and support team / project leaders with the preparation of technical reports where required.
- Collect and collate project data and information for M&E purposes, and contribute to internal and external evaluations, as required.
- Mentor and supervise Assistant Coordinators, interns and temps as appropriate.
- Develop and update databases such as the contacts database and publications database and, as well as managing the stock of Forest Team publications.
- Communicate and respond to queries to support internal communication and contribute to intra-group coordination.
- Support regular Forest Team meetings by booking rooms, taking minutes and providing inputs to meetings as required.
- Support Team retreats by arranging venues, accommodation, travel and other logistics; and preparing proceedings as required.
- Manage personal administrative tasks related to own work and support Team members with general administrative and logistical support as required.

2. Business Development & Fundraising (15%)

- Provide background information and general support to the Team Leader to prepare long-term and short-term strategies and plans, in liaison with business development colleagues.
- Assist with drafting documents before submission to funders.
- On request, collect, collate and review data and information to prepare draft documentation for new project proposals.
- Assist managers and coordinators with gathering all the information and contributions required to complete and finalise application documents and to submit them on time and to an excellent standard.

3. Communications & events management (50%)

- Liaise with Forest Team colleagues and external partners to synthesise research findings and other material into communications outputs: this may involve writing original text for sections of reports and synthesising material provided by others.
- Manage the entire production process of Team outputs, to include proofing, editing, formatting, translating, printing, dissemination, and posting on online platforms. This includes liaison with project managers, with internal Communications staff and with external service

providers; in the latter case, the post-holder will agree the scope of work, provide contracts where necessary, and ensure payment is made.

- Update Forest Team pages on the IIED and project-specific websites.
- Compile, format and disseminate the Forest Team newsletter
- Manage the organisation of different national and international events for Forest Team projects. This includes provision of all-round communications, logistical and administrative support prior, during and after events take place, and may involve working with partners.
- Attend events and assist with facilitation, reporting, communications and follow up.

4. Finance (10%)

- Support Senior Coordinator with finance tasks when required on an ad hoc basis. To include drafting and processing and subcontracts with Forest Team's grantees and consultants, under the direction of project leads; preparing amendments when required; checking financial reports from grantees and consultants; and liaising with the Finance Team on payments
- Collate and check receipts for project audits, in liaison with Senior Coordinator (Finance), and with the Finance Department; communicate with partners regarding auditors' requirements.
- Manage budgets provided for specific events and for specific communication and production outputs, in liaison with project leads.

5. Contributions to institutional life (5%)

- Participate in Institute-wide fora including the Coordinators and Core Group (COG); initiatives for the development, implementation and improvement of systems and business operations; and others as appropriate.
- Participate in Natural Resources Group activities and processes, such as monthly NRG lunch meetings, NRG COG; and in cross-organisational activities where required.

Person specification

Skills and experience

	Essential	Desirable
Qualifications	Relevant postgraduate degree, or a relevant degree and formal training qualification	Project management qualification
Knowledge	<p>Knowledge of simple budget and financial management</p> <p>Excellent knowledge of office software (word processing, spreadsheets, presentation software, databases and communications). Working knowledge of relevant specialist software (desirable).</p> <p>Keen interest in sustainable development issues</p> <p>Understanding of the special elements involved in working with IIED's partners in developing countries.</p>	
Experience	<p>Relevant work experience in similar coordination or support roles</p> <p>Some experience of communications for research, advocacy and policy advice</p>	
Skills	<p>Good oral and written communication skills: Fluency in English to convey complex messages in a clear, concise and effective manner to different audiences</p> <p>Ability to liaise with a diversity of partners, donors, stakeholders and audiences at different levels and remotely</p> <p>Analytical and synthesis skills</p> <p>Management skills:</p> <ul style="list-style-type: none"> ○ Projects: familiarity with project management approaches; capacity to assess and organise resources ○ People: ability to coordinate and support diverse teams. Commitment to team working ○ Budgets: understanding of budget creation, maintenance and reporting. ○ M&E: familiarity with M&E systems <p>Organisational skills for self and others</p>	Working knowledge of another relevant international language

In IIED, all individuals are expected to maintain and enhance their specific professionalism, to continuously develop their professional and personal skills, and to ensure that learning is applied in their professional practice.

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	3/2
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	
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	3
Working collaboratively	A desire to work cooperatively with others to maximise the effectiveness of IIED, build knowledge and understanding and minimise duplication of effort	3/2