



Linking local priorities to global challenges

Coordinator

Job details

Group	Climate Change
Reports to	Coordinator in the Drylands Team
Responsible for	N/A
Purpose of job	To provide administrative support to the Drylands Team portfolio of work, focussing on Decentralised Climate Finance programme of work. To apply systems and processes to enable the smooth running of team operations and to ensure the effective administration of projects, knowledge and communications, outputs and budgets. Become the Team lead on ERP finance system and find solutions to problems related to it.
Main contacts	Internal: Project leaders, managers and coordinators, researchers, COG, Finance, Strategy & Learning, Communications, IT, Core Services. External: Partners, consultants and other collaborators, as well as with donor officials, specialist audiences and the general public.

Contract type	1 Year Fixed Term
Hours	28 hours/4 days a week
Location	Central London
Grade and salary	Grade 5: £31,433 to £34,589 pro-rata depending on skills and experience (up to £39,007 pro-rata available for exceptional candidates)

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.

The Climate Change Group at IIED, in conjunction with partners, seeks to secure an equitable deal for the poorest communities in developing countries who are exposed to increasingly severe and unpredictable weather events that can devastate communities, destroy livelihoods and exacerbate poverty. IIED places particular emphasis on capacity strengthening through collaborative research with individuals and organizations in the South.

IIED has recently introduced an ERP financial management system. This has led to the need for the Drylands team to recruit a systems minded Coordinator to support the team to engage the new system over the next 12 months.

Main responsibilities

1. Finance & Systems (60%)

- Support the Programme Manager & Drylands Coordinator by inputting and leading on focal point engagement for both small and large scale projects as required.
- Build budgets on focal point as requested by other Team coordinators.
- Act as the main point of contact for the Focal point system and support all Team staff on their engagement with the system through a pro-active solution orientated attitude
- Problem solve any issues related to focal point with the finance team and communicate the solutions to other CCG coordinators.
- When needed manage simple project budgets and provide financial management for modest projects using Focal point and own systems when needed.
- Seek the advice of the Finance Group and the involvement of group colleagues for these and other tasks as necessary
- Lead on invoicing for all team consultants and partners.
- Provide inputs to financial reporting and coordinate report submission for assigned projects.
- Assist with managing project budgets and produce regular financial updates.
- Review financial reports from international partners and check paperwork against the reports provided.
- Assist partners and collaborators with presenting financial information and fulfilling contract requirements for donor reporting.
- Identify and collate documentation for project audits.
- Provide finance administration for assigned work.
- Complete day-to-day financial tasks as necessary.

2. Management and coordination (20%)

- With only little supervision, ensure the sound management of projects and activities under own responsibility and consistently apply institutional policies, rules and guidance for donor and legal compliance; donor reporting; M&E; project management; risk management; etc.
- Draft, process and monitor contracts and subcontracts between IIED and donors, partners, consultants, etc.
- Collect project data and information for M&E purposes and contribute to internal and external evaluations, as required.
- Supervise interns and consultants as relevant.
- Manage personal administrative tasks related to own work.
- Take minutes at Team meetings and ensure the team's input in to the finalisation of those minutes and track progress against the agreed actions before the next meeting.

3. Event management (10%)

- Manage the organisation of different national and international events for own projects and as assigned by the Programme Manager of the Drylands team.
- Provide all-round communications, logistical and administrative support prior, during and after events take place.
- Attend events and assist with facilitation, reporting, communications and follow-up.

4. Business development and fundraising (5%)

- On request, collect, collate and review data, statistics and information to prepare draft budgets and other documentation for new project proposals.
- Collate and systematise information that can be used across fundraising bids and 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.
- 5. Contributions to institutional life (5%)**
- Participate in IIED-wide coordinators and core group (COG).
 - Participate in group and cross-organisational activities and processes as required.
 - Contribute to strategy reviews and development through group meetings and discussions.
 - Actively participate in relevant external communities of practice.

Person specification

Skills and experience

	Essential	Desirable
Qualifications	Graduate degree or equivalent level of education or experience.	Degree in a relevant subject.
Knowledge	Knowledge of simple budget and financial management. Excellent knowledge of office software (word processing, spreadsheets, presentation software, databases and communications). Keen interest in sustainable development issues.	
Experience	Financial administration of projects. Experience in event administration and coordination of travel arrangements for international collaborators. Working in an organisation where staff are frequently travelling or based at other locations.	Experience of working in an international context. Experience of working in a non-profit organisation. Supporting fundraising proposals.
Skills	Very good oral and written communication skills in English. Good analytical and numeracy skills with close attention to accuracy and detail. Ability to be adaptable and flexible, work on own initiative, prioritise work effectively and balance conflicting demands under supervision. Ability to liaise with a diverse range of partners, donors, stakeholders and audiences at different levels and remotely, and in multicultural contexts. Management skills: <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. Organisational skills for self and others.	Fluent French Familiarity with M&E systems and due diligence processes.
	Willingness and ability to travel to occasional events in the UK and overseas as required.	Previous experience of Access/Focal point system.

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
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
Initiative	Thinks ahead and takes decisive action to make the most of opportunities and avoid future issues	3/2
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
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

For more information, see [IIED Competency Framework](#).