



Linking local priorities to global challenges

Assistant Coordinator

Job details

Group	Natural Resources Group
Reports to	Group Manager
Responsible for	n/a
Purpose of job	To provide administrative, finance and communications support to Coordinators, Senior Coordinators and Programme Managers in the Natural Resources Group.
Main contacts	Internal: Staff members of the Natural Resources Group, in particular Coordinators; Communications Group; Coordinator and Core Group (COG); Strategy and Learning Group; Operations, in particular Finance Operations Team, Facility Manager and IT Service Desk Coordinator. External: Consultants, partners, suppliers, other organisations, the general public
Contract type	Fixed term, with the possibility of extension
Duration	12 months
Hours	Full time
Location	Central London
Grade and salary	Grade 6 starting from £25,372 per annum depending on experience

Main responsibilities

1. Coordination (25%)

1. Organise and attend NRG meetings and retreats including: scheduling, room bookings and set up, taking minutes, organising refreshments, cash expense reimbursements, IT, transport etc.
2. Support NRG staff in the London office to coordinate desk allocation and implement the institutional hot-desking policy.
3. Coordinate the use of NRG shelf space and maintain publication displays.
4. Order and maintain stationery and equipment liaising with the Facilities Manager and IT as necessary, including organising desk space set up and IT equipment for new starters.
5. Provide general administrative support to NRG coordinators including photocopying, information circulation, electronic and paper filing, dealing with despatch/couriers, distributing NRG staff's incoming post etc.
6. Manage personal administrative tasks related to own work.

2. Finance (35%)

Under the guidance of Team and Group coordinators:

1. Issue payment requests for invoices from service providers, saving documentation as required and following up with Finance on unpaid items and queries as necessary.
2. Assist with the submission of timesheets and staff travel expenses and Barclaycard claims, including checking documentation provided with claims.

3. Check receipts and/or documentation against partner reports and transaction lists for project audits.
4. Assist with contract and subcontract administration, for example: enter payment schedule information for contracts and subcontracts, generate donor invoices, prepare subcontract payment requests, run periodic reports and circulate reminders to Team Coordinators on actions such as invoices due.
5. Provide other ad-hoc support to Team Coordinators and Group Finance Manager.

3. Communications and support to event management (35%)

1. 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.
2. Maintain records of print runs, publications stocks and prepare simple statistics and reports on publication distribution/dissemination.
3. Maintain oversight of NRG staff Google Scholar accounts.
4. Update and maintain NRG contacts on the IIED contacts database (hosted on CRM), including recording publication and newsletter distribution lists.
5. Proofread, format and input documents into MS Word IIED branding templates.
6. Source photographs for publications and upload IIED and partner photographs into the IIED media library.
7. Provide logistical support for NRG events in the UK and overseas including: flight and accommodation bookings, venue bookings, liaison with participants, assisting with visa applications and travel, and preparing documentation.

4. Contributions to institutional life (5%)

1. Participate in the IIED-wide coordinators and core group (COG).
2. Participate in group and cross-organisational activities and processes as required.
3. 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	Educated to A level standard or equivalent level of education	Relevant degree and formal training qualification
Knowledge	Excellent knowledge of Microsoft office software (Word, Excel, Outlook, PowerPoint)	Familiarity with relevant specialist software (for eg. InDesign, Sharepoint, Microsoft Dynamics CRM)
	Knowledge of simple budget and financial management	
	Familiarity with project management approaches; capacity to assess and organise resources	Familiarity with Focal Point
Experience	Relevant work experience in an administrative / coordination role	Experience of working in an international and/or non-profit organisation
	Familiarity with financial administration (for example, processing invoices)	
	Experience of event organisation (ideally for events both in the UK and overseas)	
	Experience of proofreading and assisting with the production of Communications materials for external audiences	
Skills	Very good oral and written communication skills in English. Experience of writing and editing others' work	Working knowledge of another relevant international language
	Ability to organise and manage time with relatively frequent oversight, to meet tight deadlines and balance multiple and/or conflicting demands	
	Ability to work independently and as part of a multicultural team	
	Ability to liaise with a diversity of partners, donors, stakeholders and audiences at different levels and remotely	

Behavioural competencies*

Competency	Description	Level required
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
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

*Level 1 is the highest and level 4 is a limiting behaviour