



Executive Coordinator

Job description and person specification

Climate Outreach is recruiting for an Executive coordinator to play a pivotal role in our dynamic and acclaimed international work on climate change. We are seeking a highly organised individual with organisational coordination experience and a passion for tackling climate change. Working with the Executive Director and the Senior Management teams, you will be central to ensuring the success of this expanding organisation and its work globally.

This will be a stimulating and enjoyable job with many opportunities for building senior organisational experience, working on strategic projects and developing new skills. You will be working within a lively and enthusiastic team. You'll recognise the importance of processes and systems for enabling organisations to be truly effective. Your organisational excellence will be complemented by great interpersonal skills and the ability to work accurately in a creative yet fast moving field.

Salary: Starting salary £24,328 – £27,031 (FTE)

Benefits: 3.5%–5% pension (if eligible), flexible working arrangements, enhanced parental leave pay, cycle scheme and 33 days (FTE) of annual leave.

Type of Employment: Permanent

Hours: 4 days per week (28hrs)

Responsible to: Executive Director

Responsibility for: Volunteers (potentially)

Location: Preferably Oxford office based. Remote working is available for the right candidate.

Job description

Responsibilities

The work undertaken can be adapted or expanded slightly to suit the skills and experience of the postholder but the key responsibilities will be:

Projects, partnerships and new initiatives

- Support and work with the Executive Director on executive team strategic projects including background research, preparing briefings and coordinating project development
- Contributing to presentations and fundraising bid writing

Executive Support

- Coordinate the executive team's work plans and outputs, prioritising tasks and projects
- Oversee incoming internal and external enquiries and coordinate executive communications, including email inbox management, taking calls, responding to emails and coordinating with other staff, partners and supporters
- Diary management for the Executive Director, scheduling internal and external activities in collaboration with contacts
- Ensuring that Executive Director has all the information, documents and bookings required for meetings and activities - including business travel arrangements
- Work with finance manager to track the executive team budget
- Administrative support for the executive director and proactive management of internal systems (CRM, Asana etc).

Meetings & Events

- Schedule and coordinate logistics of board, senior management team and staff meetings, and any other organisational events as agreed; including preparing agendas, undertaking any associated research, supporting logistics, recording minutes and following up on actions.
- Ensure all correspondence and relevant meeting materials are produced in a timely manner.
- Coordinate, attend and take minutes for any other relevant meetings with the Executive Director.

Systems

- Uphold a strict level of confidentiality and represent the organisation in a professional manner.
- Maintain an organised filing system of executive team paper and electronic documents.

- Develop and improve executive systems to better serve the team.

Governance Support

- Assist the Executive Director and Company Secretary with the arrangements of, and be present at, all Board meetings and the AGM (some of which take place outside of normal office hours).
- Preparation of agendas, papers, minutes and their circulation, for all meetings.
- Coordinate the formal onboarding and training of new trustees where necessary, and provide all Trustees with any administrative support they need
- Coordinate communications between the Trustees and the rest of the staff team.

General Support

- Collaborate with other departmental coordinators for efficient organisational coordination between departments
- Undertake other appropriate tasks as required in the ongoing support of Climate Outreach's work.

Person specification

Essential

- At least one year's experience in coordinating organisational systems and processes with a recognition of their importance
- Excellent organisational and time management skills with the ability to prioritise a varied workload, respond to changes, and meet deadlines
- Ability and confidence to work independently, ask for help and/or delegate when appropriate
- Strong project management and problem-solving skills with ability to work on multiple projects simultaneously
- Proven attention to detail whether in proofing documents, keeping track of dates and requirements, or accurately entering data
- Experience of organising meetings and/or events in real life and online
- Strong interpersonal and communication skills and ability to work with staff at all levels and with external stakeholders
- Commitment to continuously improving processes and willingness to adapt to changing situations
- An understanding of confidentiality and ability to deal with confidential information
- Proficiency in office ICT packages e.g. Google G suite applications, CRM software, Coordination tools (eg: Asana) and willingness to learn new platforms
- Interest in building public engagement with climate change and a commitment to the values of Climate Outreach (see below)

Desirable

- Work experience as an Executive Assistant reporting directly to senior management
- Experience of using CRM databases or similar
- Event management experience
- Experience working in small charity, or non-profit, start up or social enterprise
- Experience in a fast-growing or changing organisation
- Interest in building public engagement with climate change

Our values

Collaborative

- We co-design work with partners and seek to equip others with expertise and knowledge. We act in service to others and the wider movement.
- We empower each other by working closely together in a supportive manner, sharing ideas and knowledge. We actively seek to work without silos and with flexibility.

People-centred

- We put people at the centre of the climate story, rather than science, technology, finance or policies.
- We treat each other with respect and as equals, with concerns, hopes and aspirations.

Credible

- We are evidence-based and research-led. Evidence is our starting point, not an add on.
- We seek to live by our values, including by reducing our carbon footprint. We know this isn't easy but we do our best. Where we struggle, we are open and honest about that.

Integrated

- We act as a bridge between different sectors, disciplines and communities
- We recognise that public engagement and the work we do is a part of the puzzle, along with the work by other actors in the climate sector.

Focused

- We focus on doing meaningful work that makes a difference to our mission. We seek leverage points in order to create systemic change.
- We recognise the tension between committing to our work and maintaining our wellbeing. We do not sacrifice the wellbeing of staff to this value, because we recognise that happy staff allow an organisation to be dynamic and creative.

Diversity and inclusion

Climate Outreach is committed to providing equal employment opportunity in all of its employment programs and decisions. We recognise that a diverse and inclusive movement is critical to solving climate change and that we must ensure that those directly impacted – particularly those who have been excluded in the past – are at the centre of the movement for change.

We do our best to make staff positions accessible to all potential team members, regardless of race, colour, national origin, ethnicity, age, disability, assigned gender, gender expression or identity, sexual orientation or identity, religion or creed, veteran status, and marital or parental status. We strive to recruit team members from communities most impacted by climate change or impacted by other kinds of environmental, social, and economic injustice. We therefore strongly encourage applications from people of colour, women, LGBTQ people and members of marginalised communities. Climate Outreach's Oxford office is wheelchair accessible.

If you are invited to interview for the position, do let us know if you would like any carer's costs that you incurred due to attending this interview to be reimbursed. Interviews will be carried out remotely due to Covid-19.

How to apply

How to apply: To apply please complete our application form as well as our optional diversity, equality and inclusion monitoring form and email to recruitment@climateoutreach.org with the job title as email subject.

Application deadline: 30 June 2021, 9am BST

Interviews: The interviews will take place w/c 5th July. The interview will include an exercise to complete. Interviews will be carried out remotely due to Covid-19.

Start date: The role is envisioned to start as soon as possible.