Job title: Collaboration Support Officer

Grade: GBP £24,000-26,000 / EUR €28,500-31,000

Status: Employment contract

Term: Full time, 1-year initial contract with the possibility to extend (funding dependent)

Location: Home based in the UK or the Netherlands

Overview:

The Capitals Coalition hosts an open, pre-competitive space for organizations to come together, share best practice, tackle collective challenges, co-create solutions and champion a systemic approach to addressing nature loss, climate change, sustainable development and social inequity.

We sit at the heart of an extensive global network that has united to advance this approach. By working with our many hundreds of global partners, we accelerate momentum, leverage success, connect powerful and engaged communities and identify the areas, projects and partnerships where we can collaboratively drive transformational change for nature, people and economies.

We are now at an exciting time, where we must grow in order to meet the ambition of our three-year plan. To support our team and community in this next stage of our development, we are now looking for a Collaboration Support Officer.

We are looking for a dynamic, and creative individual to provide vital coordination and support to our growing Communications and Collaboration team. The team focuses on raising the profile of the capitals approach, promoting the Coalition’s work and curating an active, global community. We collaborate with global partners to promote and develop the capitals approach so that it is accessible and used to transform decision making.

In this role you will be responsible for several tasks, from supporting engagement with organizations, especially through our online Community, to coordinate and track events. Working closely with the team you will support collaboration activities to ensure effective working across our digital channels and help to make the value of nature and people accessible to all.

If you have a strong ‘can-do’ attitude, great communication and organizational skills, can work independently, and thrive on a variety of topics to work on – then this role is for you.
The Capitals Coalition offers a range of benefits including pension, enhanced sick pay, and flexible working. All staff at the Coalition provide their own IT equipment including laptop and phone and the Coalition offers an annual Bring Your Own Device allowance.

Main purpose of job:
The Collaboration Support Officer is responsible for providing vital support to the core activities of the Capitals Coalition. This is a varied and exciting role that requires adaptability, agility, and a love of variety. You will support the team to engage and build our global community, to build impactful relationships with partners and to showcase best practice. You will facilitate engagement among our global community by supporting the online community platform, supporting the onboarding new organizations, sourcing new case studies, and organizing webinars and events.

Key responsibilities:
• Enable, support and track engagement with organizations in the global capitals community
• Provide analysis of new organizations joining the Community, identifying strategic relationships that will support the wider Capitals Coalition team, through other workstreams and projects.
• Assist the online platform, The Community, by sourcing and/ or preparing and uploading engaging content that ignites discussion and liaising with project owners to curate online collaboration and discussion, to ensure the community is well represented across work streams
• Support the onboarding of new organizations through a welcome journey into the Coalition by connecting them with relevant materials, projects and organizations.
• Support the delivery of events and webinars for the community, government partners, the Coalition’s Advisory Panel and projects, among others.
• Support regular data analysis to identify trends in engagement of the global community.
• Manage the process of including inspirational case studies on the Coalition website, and promoting these through our projects and workstreams.
• Support the development of Value Labs, which are new, innovative spaces where partners can learn and engage with the capitals approach. Help to identify, engage with and manage key partners.
• Undertake ad-hoc administrative, communications and marketing duties as required by the team.

Person Specification:
• Professional experience of building and managing an international community with the ability to see and build on connections between people and ideas.
• Prior experience working with MailChimp and Capsule, or another similar CRM software.
Experience in, or an affinity for, working with online community management software to deliver and support integrated communications and reach target audiences.

Proven experience in data analysis.

Ability to present complex information in a concise and compelling way.

Meticulous attention to detail and accuracy.

An understanding of frameworks used in business sustainability. An interest in the capitals approach and ability to translate environmental and social content for different audiences.

Strong interpersonal skills with a proven ability to foster relationships and bring people together. Happy to work independently and as part of a small team.

Excellent English communication skills – written and verbal; ability to communicate effectively with people at all levels, both internally and externally, written and orally.

Excellent administrative and organizational skills, including the ability to plan, multi-task, prioritize and work on own initiative to deadlines.

Strong commitment to and enthusiasm for the vision of the Capitals Coalition.

Comfortable and effective working primarily from home and collaborating online.

Competent IT user (MS Office, Slack, Trello, Zoom) with access to own laptop.

Candidate must be based and eligible to work in the UK or the Netherlands.

Apply

We are looking for a colleague to work with us full-time (37.5 hours p/w) as soon as possible.

To express your interest please download the application form via this link.

Please send a completed application form (do not convert it to PDF) to info@capitalscoalition.org by Monday 14 March 12pm CET.

Please state the role in the subject line and kindly note that only short-listed candidates will be contacted.

Interviews are planned for 28-30 of March 2022.

For any queries about the role please contact info@capitalscoalition.org.

The Coalition consists of organizations from all around the world and with people of different gender, race, age, religion, sexual orientation, physical ability, geography, political affiliation, and country of origin, and as much as possible we want this to be reflected in our team. We are committed to promoting a diverse and inclusive community and we welcome applications from all backgrounds.