



Function: Engagement & Education
Job title: Program Officer
Salary: EUR 30,000 to EUR 34,700 / GBP 26,000 to GBP 30,100
Status: Fixed term contract
Term: Full time | 37.5 hours per week, 1 year with the possibility of extension, funding dependent
Location: Home based and eligible to work in the Netherlands or the United Kingdom
Start date: May/June 2024

Are you eager to be part of an organization that plays a pivotal role in a vast global network, driving transformational change to reduce inequality, mitigate climate change, and protect our precious natural world?

A new opportunity has arisen to kick-start your career with the **Capitals Coalition**, a purpose-driven global collaboration transforming the way decisions are made by including the value provided by nature, people, and society.

Our ambition is that by 2030 the majority of business, finance, and government will include the value of nature, people, and society (natural, human, and social capitals) in their decision-making and that this will propel us to a fairer, just, and more sustainable world.

If you get excited by this mission, we are looking for a multi-talented, dynamic, and engaging **Program Officer** to support delivery of the Engagement & Education program. The program aims to **build, nurture, and educate the Capitals Coalition community** of businesses, financial institutions, public bodies, NGOs and other stakeholders to influence the private sector in the transition towards the impact economy. Systems-change is complex and demands effective collaboration, alongside agility in learning and addressing knowledge gaps.

KEY RESPONSIBILITIES

Working alongside brilliant colleagues in a vibrant and agile Engagement & Education function, the Program Officer will support the development and implementation of a range of workstreams.

These include but are not limited to:

- Supporting our engagement activities in convening **international Capitals Hubs**, collecting thought-leading **evidence** for the capitals approach through case studies, and welcoming organizations into the **community**.
 - For example, you will be responsible for a welcome journey that 450 organizations have already been through to join the Coalition and supporting the convening of our 18 global hubs every quarter to support their peer-to-peer learning.
- Support and implement our **Education Plan** by co-developing learning content and innovative capacity building programs.

- In Engagement & Education we've developed 2 exciting capitals courses available through Coursera, [available here](#).
- You will support the implementation of a **Continuous Development Course** on Natural Capital with our Indian Capitals Hub.
- You will support the development of our **Train-the-Trainer** pilot program on Natural Capital; working closely with our knowledge partners.
- You will engage regularly with our **endorsing partners**, to scale uptake of the 'Capitals Approach' and support the usage of the media library.
- Building on our Coalition-wide engagement efforts to connect businesses, financial institutions, government bodies, and others, to our **flagship projects** and **Coalition-led initiatives**.
 - For example, you will be using our CRM system to engage our extensive, global network and link them to our technical working groups, innovative projects, and garner interest for new tools that help businesses embed nature and people in their decision making.
- Engaging with our community to ensure our **annual community event** is successful, pushes boundaries, and brings in all those who need to be there.
 - We bring our closest community together every year to delve into the successes and challenges of doing this thought leading work. You will be connecting with the rest of the team to ensure our broad community is represented.
- Provide logistical and administrative support to other **key moments** in our education efforts, such as masterclasses, trainings, and online events.
 - You will be planning in online sessions through our Zoom account, inviting participants over email, keeping track of responses, and addressing any incoming questions.
- Support engagement activities through **clear communication** over email, virtual meetings, surveys, and, among others, roundtables, with diverse stakeholder groups.
- **Innovate** with us and bring ideas to improve our community engagement and education efforts at the Coalition.
- Take on additional tasks as required to support the delivery of the Coalition's operational plan.

EXPERIENCE, SKILLS & ATTRIBUTES

Required:

- Bachelor's, master's degree, or equivalent experience in social or environmental sciences, natural resource economics, international development, public or private administration, or similar.
- Experience in delivery of projects and work programs for social or environmental benefits.
- Engagement in training, facilitating, or capacity building.
- Enthusiastic collaborator with ability to self-start and reach out when help is needed.
- Proven ability to manage your own workload effectively.

- Open, inclusive, and respectful way of working.
- Proven interpersonal skills with the ability to collaborate with people across cultures and backgrounds.
- Highly adaptable with excellent time management and organizational skills, demonstrating a high level of attention to detail.
- Native or professional level of written and spoken English.
- Advanced level of MS Office and collaborative platforms such as Zoom, Miro, Mural or similar with access to own laptop.
- Demonstrable adaptability to work efficiently in a remote environment.

Desirable:

- Professional experience in editing and proof-reading English.
- Experience developing and delivering corporate training programs.
- Demonstrable experience in account management or partner/client engagement.
- Spanish, Chinese, Portuguese, French and other languages are advantages.

HOW TO APPLY

We are looking for a colleague to work with us full-time (37.5 hours p/w). The successful candidate must be based in and be eligible to work in the United Kingdom or the Netherlands. The Capitals Coalition offers a range of benefits alongside a competitive salary and a great place to work, including pension, enhanced sick pay, and flexible working. All staff at the Coalition provide their own IT equipment, including laptop and phone. The Coalition offers an annual Bring Your Own Device allowance.

Please send a completed application form (*do not convert it to PDF*) to info@capitalscoalition.org by 30th April, 12pm GMT / 1pm CET. State the role in the subject line and kindly note that only short-listed candidates will be contacted. Interviews will be organized on a rolling basis, with a desired start date in May or June, so please apply as soon as possible as we may close the application process before the deadline.

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.