

JOB DESCRIPTION

Job title:	Coordinator for the Trans Atlantic Consumer Dialogue
Location:	Based in London
Managed by:	Advocacy Director
Contract:	Full time (35 hours a week) Two-year fixed term contract starting in January 2018
Salary:	£31,327 per annum

WHO WE ARE

Consumers International is the world federation of consumer groups that, working together with its members, serves as the only independent and authoritative global voice for consumers.

We believe in a world where everyone has access to safe and sustainable goods and services. We bring together over 200 member organisations in more than 100 countries to empower and champion the rights of consumers everywhere.

We are their voice in international policy-making forums and the global marketplace to ensure they are treated safely, fairly and honestly. We are resolutely independent, unconstrained by businesses or political parties.

The Trans Atlantic Consumer Dialogue (TACD) is a forum of US and EU consumer organisations which provides a formal mechanism for EU and US consumer representatives to input into EU and US political negotiations and agreements.

It develops and agrees joint consumer policy recommendations to the US government and European Union, championing the consumer perspective in transatlantic decision making and promoting the consumer interest in EU and US policy making. It is an EU funded project managed by Consumers International.

MAIN PURPOSE OF THE ROLE

To provide support to the Trans Atlantic Consumer Dialogue (TACD) Steering Committee and Policy Committees and ensure the smooth organisation and delivery of TACD processes and meetings.

KEY RESPONSIBILITIES

- Support the TACD Steering Committee in the development and implementation of overall TACD strategy, working closely with the TACD Senior Policy Advisor.
- Facilitate the decision-making of the TACD Steering Committee and Policy Committees via email, teleconferences and face-to-face meetings, including recording and circulating minutes as well as following-up on action points as required.
- Support the TACD Steering Committee and Policy Committees in consulting TACD members and developing policy positions and resolutions.
- In close co-operation with the Senior Policy Advisor, plan and implement TACD Meetings involving TACD members, stakeholders from civil society and business, government officials and parliamentarians, including the annual meeting held alternately in Washington and Brussels. Make necessary arrangements for confirming the agenda and speakers, registration and accommodation of participants, meeting venues and catering. Ensure that all participants receive the necessary information, briefings and papers.
- Liaise closely with TACD Policy Advisors based in London and Brussels in relation to the co-ordination of TACD policy and advocacy strategies, covering both key transatlantic policy processes and relevant policy-specific processes in the US and EU.
- Implement TACD's external communications activities, including newsletters and social media tools. Manage the TACD website, regularly updating it with engaging content in relation to TACD policy and activities.
- Manage funding grants, including financial administration and project budgeting, and ensure all narrative and financial reports to donors are prepared to a high level of quality and delivered on time.
- As requested, contribute to:
 - the development and formation of proposals for funding future activities,
 - the development and formation of policy,
 - Consumers International's monitoring, evaluation and reporting against agreed plans.

The overall work of Consumers International:

- Prepare briefings relating to the project, as requested.
- Contribute to team meetings and other organisation-wide communications.
- Carry out other specific activities related to the project as required by the Advocacy Director.

PERSON SPECIFICATION

	CRITERIA	Criteria Tested At	
		Application	Interview
EXPERIENCE	At least two years' experience of project management in a multi-stakeholder advocacy and/or policy environment.	✓	✓
	At least one years' experience of working with European Union institutions and/or the US Government.	✓	✓
	Experience of organising meetings/conferences with up to 150 participants.	✓	✓
	Experience of project management, including reporting to donors.	✓	✓
SKILLS AND ABILITIES	Fluency in written and oral English.	✓	✓
	Excellent communication skills.	✓	✓
	Strong interpersonal and negotiation skills.	✓	✓
	Ability to be sensitive to different contexts and cultures and adept at functioning in political situations.	✓	✓
KNOWLEDGE	Excellent understanding of EU and/or US government structures and processes.	✓	✓
EDUCATION/ TRAINING	Educated to degree level.	✓	
OTHER ESSENTIAL REQUIREMENTS	Commitment to the aims and objectives of Consumers International.	✓	✓
	Willingness and ability to travel.	✓	
	Ability to legally work in the UK (Consumers International cannot assist with visa applications)		
NON ESSENTIAL	Fluency in French.		

November 2017

Consumers International strives to be an equal opportunity employer and encourages applicants to apply irrespective of age, disability, gender, national origin, race, religion or sexual orientation.

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