

JOB DESCRIPTION

Job title: Sustainable Consumption Coordinator

Location: Remote (Global based)

Managed by: Sustainable Consumption Specialist

Salary: £24,000 - 26,000 per annum (pro-rated)

Application deadline: 20 February 2025

Contract: Fixed-term (until December 2026), with potential extension. Desired start date: March 2026.

BACKGROUND

Consumers International is the only global membership organisation bringing together over 200 member organisations in more than 100 countries to empower and champion the rights of all consumers for a fair, safe and sustainable marketplace.

We work with our members and partners across borders to address critical, systemic global issues that affect consumers. We deliver innovative, collaborative and impactful programmes across areas such as food, finance, energy, product safety, digital rights, sustainable consumption and more.

We are the independent consumer voice in international policy-making forums and the global marketplace to shape a world where everyone has access to safe and sustainable products and services. Our work contributes to a better future by building consumer protection, engagement and empowerment globally.

PURPOSE OF THE ROLE

The role supports Consumers International's research, analysis and global advocacy on sustainable consumption—particularly through activities under the UN Consumer Information Programme for Sustainable Consumption and Production (CI-SCP) and related strategic initiatives.

This position collaborates with internal teams and external partners to deliver research, reports, events, advocacy, and stakeholder coordination across global time zones.

KEY RESPONSIBILITIES

We are looking for candidates who are passionate about sustainability, with excellent research, analysis and project management skills. You are a self-starter, comfortable with working in a busy, global and varied environment. You are able to write and communicate clearly and effectively with a variety of people from different backgrounds. You are highly organised and able to manage your time and proactively coordinate all activities related to the role. The role involves working across different time zones. You will report to the Sustainable Consumption Specialist.

Key responsibilities of the role include the following:

Co-ordination & Project Management

- Coordinate activities under the UN Consumer Information Programme to advance annual priorities such as product sustainability information, ecolabelling, and biodiversity-related consumption.
- Manage the Green Action Fund process, including application intake, evaluation, grant distribution, monitoring and reporting.
- Support the delivery of small and medium events, including agenda development, speaker coordination, and logistics for online or in-person meetings.

Research & Analysis

- Conduct research and analysis to inform the development of briefings, proposals, reports and events.
- Engage Consumers International's members and partners to gather insights that shape our work on sustainable consumption.
- Build analysis and insights on emerging sustainable consumption trends.

Communications

- Draft and disseminate project communications, including meeting minutes, briefings, and research outputs, ensuring timely follow-up and accurate task tracking.
- Support communication plans for sustainable consumption projects and activities.

Strategy & Development

- Contribute to funding proposals for sustainable consumption work.
- Support implementation of Consumers International's strategy in this thematic area.

PERSONAL SPECIFICATION

ESSENTIAL REQUIREMENTS	CRITERIA
EXPERIENCE & UNDERSTANDING	<ul style="list-style-type: none"> • Experience supporting or coordinating projects (desired). • Understanding of global sustainability debates, Sustainable Development Goals, and international policy frameworks on sustainable consumption. • Background or knowledge in policy, political science, or international governance processes. • Experience writing materials for non-academic audiences. • Experience in managing or supporting stakeholder networks.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Collaborative team player, flexible and responsive in a global, cross-time-zone environment. • Self-motivated and able to work independently with minimal supervision. • Strong organisational and administrative skills with ability to manage multiple deadlines. • Proactive, solutions-oriented and able to propose new ideas. • Ability to thrive in a multicultural and highly collaborative workplace. • Confident presentation skills (advantage). • Fluent written and spoken English; additional languages are an asset. • Proficiency in Microsoft Office (PowerPoint, Word, Excel); familiarity with CANVA, Salesforce, and CMS platforms such as WordPress or Drupal is an advantage.
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Interest in consumer issues and alignment with values and objectives of Consumers International. • Experience working remotely.

OUR VALUES

The Consumers International team strives to live the following values:

Leadership	<ul style="list-style-type: none">• Making tough trade-offs to ensure we deliver against strategy.• Charting a path forward – listening to other perspectives, while being independent of those perspectives.• Self-starting, motivated to put ourselves in leadership positions and drive forward pieces of work.• Striving to bring others with us – colleagues understand the direction we are taking and our reasoning. Viewpoints are sought at key moments and delivery is orientated around the strategy.
Inclusivity	<ul style="list-style-type: none">• In delivering our strategy, creating the space to listen and understand views, and diversity of participation and representation.
Caring	<ul style="list-style-type: none">• Caring about the career development and success of our colleagues and how our team collaborates together.• Caring about the future of consumers and members and achieving impact for them through our strategy and change agenda.
Innovation	<ul style="list-style-type: none">• Pursuing new creative ideas that have the potential to change the world.
Agility	<ul style="list-style-type: none">• Adapting quickly in response to opportunity.
Efficiency	<ul style="list-style-type: none">• Generating the greatest impact for the least effort. Keeping it simple and systemising for efficiencies.
Excellence	<ul style="list-style-type: none">• Delivering work to the highest standards with professionalism and integrity. The quality of work is evident to all.
Passion	<ul style="list-style-type: none">• Passion for a safe, fair, and sustainable marketplace for consumers drives our impact and the achievement of our organisational goals.• Engaging with energy and excitement.

EMPLOYEE BENEFITS

Employee benefits offered will be in line with the statutory requirements in effect for the regional location that the applicant resides in.

APPLICATION

Please share your CV and a cover letter with recruitment@consint.org explaining how your skills and experience match the person specification. Include your current time zone in your contact details.

Applications will be reviewing on a rolling basis until **20 February 2025**.

We look forward to hearing from you and thank you in advance for your time.

This is a description of the job as it is presently constituted. It is the practice of Consumers International to review job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is the organisation's aim to reach agreement on changes, but if agreement is not possible, Consumers International reserves the right to insist on changes to your job description, after consultation with you.

Consumers International is an equal opportunities employer with a policy to ensure that no job applicant or employee should receive less favourable treatment on any grounds not relevant to good employment practice.

Updated: January 2026