

JOB DESCRIPTION

**Job title:** Sustainable Consumption Coordinator

**Location:** Remote (Global based)

**Managed by:** Sustainable Consumption Specialist

**Annual Salary:** £22,000 - £24,000 per annum (pro-rated)

**Application deadline:** 11th April 2025

**Contract:** Fixed term – 6 months, with possibility of extension

**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 national borders to address critical, systemic global issues that impact and involve consumers. We deliver innovative, collaborative and impactful programmes across our Change Agenda areas of food, finance, energy, product safety, mobility, digital rights, Internet of Things, AI, sustainable consumption and more. Representing and empowering people, 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 overall purpose of the role is to support Consumers International’s research, analysis and global advocacy on the topic of sustainable consumption. This will involve assisting the Sustainable Consumption Specialist in the coordination of activities under the Consumer Information Programme of the United Nations’ One Planet Network and supporting the implementation of Consumers International’s strategy on sustainable consumption and related projects.

This is a varied role that will involve working with Consumers International’s teams and partners to deliver research, briefings and reports, advocacy outreach efforts, co-ordinate projects and communicate with external stakeholders including in governments, businesses and civil society.

**Key Responsibilities**

**Main Areas of Responsibility:**

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. You will report to the Sustainable Consumption Specialist.

**Key responsibilities of the role include the following:**

**Co-ordination and Project Management**

* Co-ordinate the activities and initiatives of working groups and projects within the UN One Planet Network Consumer Information Programme (e.g. on Type 1 ecolabels, preventing plastic pollution, product sustainability information, product lifetime extension, and biodiversity and consumption).
* Deliver small to medium size events including supporting the development of agendas, invite lists and online and in-person logistical arrangements for staff and speakers attending the events. This involves working across different time zones.
* Draft, provide input to, and disseminate project communications (e.g. meeting minutes, research reports, topic briefings), ensuring accurate, timely and appropriate communications.

**Research & Analysis**

* Conduct research and analysis to support the development of briefings, proposals, reports and events.
* Engage Consumers International’s members and partners to gather insight which informs the development of our work on sustainable consumption.
* Build relevant analysis and insights

**Communications**

* Support the communication plan for insights and activities on sustainable consumption

**Strategy & Development**

* Contribute to funding proposals on sustainable consumption.
* Support and contribute to Consumers International’s strategy on sustainable consumption and related projects

**Personal Specification**

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| **ESSENTIAL REQUIREMENTS** | **CRITERIA** |
| **EXPERIENCE & UNDERSTANDING** | * Knowledge of global sustainability topics and debates, the Sustainable Development Goals, key international policies and frameworks on sustainable consumption. * Experience of writing a range of different materials for non-academic audiences. * Experience of supporting events and/or coordinating projects. * A background or knowledge in policy and/or political science, and/or an understanding of international governance processes and frameworks |
| **SKILLS AND ABILITIES** | * A cooperative team worker: agile, flexible, responsive and able to work with colleagues across the team and organisation, and across time zones * Self-motivated, driven, and able to work efficiently without close supervision * Strong administrative and organisation skills and the ability to manage multiple deadlines * Confident conference and presentation manner is an advantage * Fluent in spoken and written English; Second language (UN languages or others) is an asset * Proficiency in Microsoft Office applications (PowerPoint, Word, Excel) is required for this position. Additionally, experience with software applications such as CANVA, Mailchimp, and Salesforce would be advantageous. * Self-starter with can-do attitude, proactively proposing new ideas in support of our strategy and continuous improvement * Able to thrive in a multicultural, highly collaborative and agile work environment |
| **OTHER**  **REQUIREMENTS** | * Interest in consumer issues * Commitment to the aims and objectives of Consumers International * Experience of working remotely. |

**Our Values**

The Consumers International team strives to live the following values:

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| Leadership | • 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 | • In delivering our strategy, creating the space to listen and understand views, and diversity of participation and representation. |
| Caring | • 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 | • Pursuing new creative ideas that have the potential to change the world. |
| Agility | • Adapting quickly in response to opportunity. |
| Efficiency | • Generating the greatest impact for the least effort. Keeping it simple and systemising for efficiencies. |
| Excellence | • Delivering work to the highest standards with professionalism and integrity. The quality of work is evident to all. |
| Passion | • 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**

If you are interested in this position, please share your CV and a covering letter with [recruitment@consint.org](mailto:recruitment@consint.org)

Your cover letter should explain clearly how your skills and experience relate to the criteria detailed in the person specification section of the job description.

We will be reviewing applications on an on-going basis until **Friday 11th April 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: March 2025**