

# International Institute for Environment and Development

## Partnerships

<b>Job Title:</b>	<b>Partnerships Administrator</b>
<b>Responsible to:</b>	<b>Partnerships Officer</b>
<b>Main purpose:</b>	To provide <b>administrative support</b> to Partnerships in all aspects of its work.
<b>Main contacts:</b>	Partnerships staff, IIED Director, IIED staff, donors, partners, and collaborators
<b>Contract:</b>	Permanent position, full-time (35 hours a week)
<b>Location:</b>	London
<b>Salary Scale:</b>	Grade 5: £22,625 - £28,257 (depending on experience)

### **Background to the post:**

The International Institute for Environment and Development (IIED) is a leader in the field of sustainable development. With some 65 staff based in London and associates and partners around the world, IIED has been at the forefront of policy-making in development for over 30 years. IIED aims to provide expertise and leadership in researching and achieving sustainable development at national, regional and global levels. In alliance with others we seek to shape a future that ends global poverty and delivers and sustains efficient and equitable management of the world's resources.

IIED has five programmatic Groups and the Partnerships unit has an important role supporting the Groups in identifying problems and developing solutions through:

- providing additional capacity and support to IIED Groups where needed
- helping IIED to explore, develop and 'incubate' new initiatives
- supporting a programme of cross-cutting initiatives which bring together complementary strengths from inside IIED and involving our partners
- building and strengthening external strategic partnerships and alliances that are of value for the institute as a whole
- engaging with key donors, including our framework funders from bilateral agencies
- developing IIED's input to international fora
- helping IIED and 7 other London-based organisations to realise the proposed London GreenHouse by 2009, a shared home with an ambitious range of joint activities

The Partnerships unit also aims to ensure that the main components of IIED's institutional development are tackled in timely and coherent ways across the institute. Putting our Strategic Plan into effect requires action in a number of areas and we are working towards a more co-ordinated research strategy across our five Groups. We aim to clarify and communicate the organisation's broader vision and the value of our

ways of working to a range of external audiences and we want our principal donors to continue to endorse our Strategic Plan, using it as the basis for future financial support and for stronger substantive collaboration with IIED.

The unit is also responsible for developing strategic partnerships for the institute as a whole. These include IIED-led processes, and also key networks in which IIED participate such as:

- Major IIED-wide events such as our Annual Conferences and Multi-Donor Meetings, which draw upon the skills and experience of all parts of the institute, and demand a co-ordinated strategic approach. In addition, there are various global initiatives where IIED can add substantial value and which correspond to more than one Group area;
- The Ring alliance of like-minded sustainable development research bodies around the world, which comprise 14 organisations, predominantly in the South. IIED was a founder member and the Partnerships unit acts as the Ring Secretariat. The Ring's vision is to promote sustainable development locally and globally, through collaborative work, to link grassroots communities, researchers and policy makers, with particular attention to south-south partnerships.
- The recently established International Fellowship scheme, where we seek to demonstrate the international character of our organisation, and our commitment to mutual exchange of perspectives with people and organisations around the world. This scheme will help further strengthen the network of friends, colleagues, and partner organisations with whom IIED works

The Partnerships team is small and flexible and also takes on a range of day-to-day tasks for the Institute as a whole. Owing to internal reorganisation, there are a number of new positions. The team comprises:

- **Tom Bigg**, Head of Partnerships (responsible for managing the Unit's activities, and IIED's broad engagement with external actors and processes)
- **Sarah Henson**, Partnerships Officer (coordination of IIED-wide initiatives / framework funding applications, liaison and reporting / Partnerships budgets)
- **Ashley Parasram**, GreenHouse Co-ordinator
- **New position**: External Relations Associate (proposal development / new opportunities)
- **Vacant position**, Partnerships Administrator (supporting Partnerships work)
- **New position**, Database Officer (part-time)

The Partnerships Administrator is also part of the Administration and Information Team (AIT), made up of administrators, co-ordinators and information staff from across IIED.

### **Key Responsibilities:**

**Provide administrative support to Partnerships in all aspects of its work, including:**

Working with the Partnerships Officer on:

- The management and coordination of internal and external IIED meetings, workshops and other such events. This might involve

selecting and liaising with venues and caterers, communications with participants, taking responsibility for flight and accommodation booking, providing assistance with visa applications, managing the invitee lists, copy-typing, copy-editing, formatting of necessary meeting papers, and preparing PowerPoint presentations

- The organisation of travel arrangements for staff, including accommodation and visas;
- The co-ordination of the Regional & International Networking Group (Ring) and other relevant IIED networks. (This might involve organising travel, flights, accommodation, and maintaining the Ring website);
- The co-ordination of the newly established International Fellowship Scheme;
- The development and maintenance of a database of IIED staff profiles and other relevant information;
- The preparation of reports to IIED's principal donors (collating, editing, formatting, binding etc.) and circulation to the donors.

Working with Partnerships staff to:

- Conduct information searches for fund-raising and other intelligence as required;
- Develop and maintain up-to-date document filing, archives, mailing lists and electronic database systems for efficient administration and record keeping;
- Develop systems for and provide general administrative support - to include copy typing and copy editing of documents, photocopying, the circulation of information, electronic and paper filing.
- Take responsibility for prompt handling of general enquiries, incoming requests and correspondence (by telephone, fax, email, or written), and to replying directly on routine matters and referring to other Partnerships staff as appropriate;
- Develop and manage the content of the relevant sections of the website and intranet and keep these up to date
- Liaison with, and contribution to, the Administration and Information Team.
- Take minutes at the monthly Partnerships meetings and circulate these to relevant staff promptly

*This job description defines the level of responsibility and areas of involvement of the post; the details of the duties may change over time and do not form part of the contract between IIED and the post holder.*

## **Person Specification:**

### **Essential qualifications, skills and experience**

- First degree or equivalent qualification
- Relevant work experience – e.g. office-based administrative work
- Excellent knowledge of spreadsheets (Excel), word processing (Word), communications packages (Microsoft Outlook) and the Internet
- Excellent written communication skills - copy-editing, proof-reading and editorial skills, with close attention to accuracy and detail
- Good verbal communication skills and inter-personal skills (to deal with multi-cultural staff and partners at all levels, and with external bodies and the general public)
- Experience in event management (e.g. meetings, seminars, workshops) and co-ordination of travel arrangements for international collaborators
- Excellent personal organisational skills (working to deadlines and under pressure, prioritising workload, multi-tasking, and the ability to be adaptable and flexible in a challenging environment).
- Good time management skills (managing and structuring a range of responsibilities without close supervision)
- A good understanding of the issues involved in sustainable development

### **Desirable skills and experience**

- Working knowledge of Spanish and/or French
- Experience of using PowerPoint