

International Institute for Environment and Development

Partnerships

Job Title:	Programme Assistant, Partnerships
Responsible to:	Partnerships Officer
Main purpose:	To provide administrative support to Partnerships in all aspects of its work and to maintain and develop the system of IIED contracts management
Main contacts:	Partnerships staff, Director, IIED staff, donors, partners, collaborators and external agencies
Contract:	Permanent position, full-time (35 hours a week)
Location:	London
Salary Scale:	Programme Grade 6: £19,034 - £23,191

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
- 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
- Facilitating institute-wide planning, reflection and strategising
- 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 annually-updated 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, which are of central importance in all of the institute-wide activities set out in the institutional strategy. 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 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 programme area;
- The Ring alliance of like-minded sustainable development research bodies around the world comprises 14 organisations, predominantly in the South, which formed a global network in 1991. 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 Partnerships team is a small, flexible group, which also takes on a range of day-to-day tasks for the Institute as a whole. It is made up of:

- 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 and reporting / Partnerships budgets)
- Ashley Parasram, External Relations Associate (proposal development / new opportunities / GreenHouse project)
- Vacant position, Partnerships Assistant (maintaining and developing information systems / supporting Partnerships work)

Key Responsibilities:

1. (80%) 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 and events. This might involve selecting and liaising with venues, managing invitee lists, copy-typing, copy-editing, formatting, and PowerPoint presentations;
- The co-ordination of the Regional & International Networking Group (Ring) and other relevant IIED networks. (This might involve

organising travel, flights, accommodation, as required; maintaining the Ring website);

- 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 etc.)

Working with Partnerships staff on:

- Conducting information searches for fund-raising and other intelligence;
- Developing and maintaining up-to-date document filing, archives, mailing lists and electronic database systems for efficient administration and record keeping;
- Dealing with incoming requests and correspondence (telephone, fax, email, written), replying directly on routine matters and referring to other Partnerships staff as appropriate;
- Liaison with, and contribution to, the Administrator's Information Group.

2. (20%) Maintain and develop the system of IIED contracts management

- Ensure up-to-date database records of all contracts and corresponding project information;
- Ensure up-to-date filing of, and easy access to, all IIED contracts and sub-contracts;
- Provide timely information to IIED groups and finance department regarding project narrative and financial reporting requirements, via appropriate database reports;
- Enlist and co-ordinate input from external database consultants as required.

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

- A' Levels or equivalent
- Minimum 2 years of relevant work experience, particularly in database maintenance and development (preferably Microsoft Access) and word-processing (Microsoft Word)
- Experience in contracts administration, or similar
- Experience in organising meetings and co-ordinating travel arrangements of international collaborators
- Excellent personal organisational skills (working to deadlines, prioritising workload, multi-tasking).
- Good time management skills (managing and structuring a range of responsibilities)
- Good verbal communication skills and inter-personal skills (to deal with staff at all levels, external bodies and the general public)

Essential personal qualities

- Close attention to accuracy and detail
- Ability to work on own initiative but also as part of a team.
- Ability to work without close supervision.
- Ability to work well under pressure.

Desirable skills and experience

- Working knowledge of Spanish and/or French
- A good understanding of international development issues