

Coordinator, Digital Innovations

Role summary

ISEAL is offering a position for an aspiring sustainability professional who is excited by working to support data-driven innovation. The role will be part of a small team that works to support ISEAL Community Members to improve their management and use of data and technology. If you are looking to apply your existing project support skills and knowledge of data- and technology-focused activities, we can provide you with excellent insights and networks that will benefit your progress.

ISEAL supports sustainability standards and similar market-based sustainability systems to improve their impacts on people and planet. For more information go to iseal.org. The team this role is part of facilitates peer-to-peer learning and involves ISEAL Community Members in digital innovation projects that strengthen a range of processes and unlock new value in sustainability systems.

The coordinator will be part of this journey of peer-to-peer learning, pilot testing, and discovery. The role will collaborate with different ISEAL teams and be in contact with ISEAL Community Members and their partners, making this an excellent opportunity to learn about a wide range of initiatives.

To be considered, you will enjoy working on a varied and changing set of coordination tasks working with data practitioners, and will thrive on engaging with complex systems and learning more about topics related to sustainability standards. Some of the knowledge areas you may have come across could include: data management, data collection, geographic information systems (GIS), assurance & auditing, supply chain traceability or environmental and social reporting.

The key responsibilities we entrust you with

Member engagement and Community of Practice

The Community of Practice is a group of data practitioners from ISEAL community member organisations, who come together to share learning, discuss issues and trends and look at potential innovation based on data and technology.

Act as the main point of contact for the Data Community of Practice (CoP), scheduling meetings and managing communications on the ISEAL online platform

Establish and build relationships with Community Members' data practitioners to understand their current capacities and identify priority topics for cross-learning related to data

Support in planning outreach to Community Members, using tools such as Salesforce to track participation and identify opportunities to increase engagement in the Data CoP

Facilitate Community Members' understanding and self-assessment of relevant data maturity themes and topics

Support in the design, content development and facilitation of engagement opportunities that feature Member exchange and learning about data

Support the planning, delivery, and follow-up of Data CoP events

Project support

- Coordinate project processes, including implementing procurement procedures, drafting contracts with consultants (based on ISEAL templates) and maintaining project-related systems
- Support drafting and production of relevant newsletters, website articles, and report sections
- Proof-read, edit, design, and format documents in Word and Powerpoint, using ISEAL templates
- Contribute to outreach to project stakeholders, Community Members, partners & event attendees, answering and directing queries and scheduling appointments and virtual/ in-person meetings
- Organise meeting logistics and delivery of virtual, hybrid, and in person meetings, agenda preparation, notetaking, audio recording and tracking / implementation of follow up actions
- Provide technical support during Zoom and Microsoft Teams meetings, operate other engagement tools (e.g. EasyRetro, Miro, Jamboard, etc), and facilitate break-out rooms
- Carry out background research, review documents, and gather and analyse information on digital innovations, using templates and tools such as Excel
- Attend conferences and learning events and share relevant learnings internally

Build understanding of Community Members' and external stakeholders' data needs and capabilities.

Information management

- Maintain resources and web pages related to data governance and information management on the ISEAL online platform
- Facilitate peer exchange and knowledge sharing on priority topics through online platform
- Manage a GitHub repository

General

- Assist and participate in discussions related to the data and information management programme
- Assist in promoting best practice in use of IT, communications and knowledge management systems
- Additional responsibilities as assigned by supervisor

Essential attributes, skills & knowledge

- Experience working in a project support role or data-related role focused on project administration, data and information management, data analysis, and/or stakeholder engagement
- Experience and comfort working with data and digital related subject matter, possibly gained through research, project communications and/or analysis and review of data sets
- Strong organisational skills, and experience with administration, meeting coordination, logistics contracts, budget tracking, etc.
- Good communication skills for partner and external communication and comfortable providing facilitation support (e.g. webinars, workshops etc)
- Good time management and ability to organise multiple simultaneous tasks efficiently with precision and strong attention to detail
- Ability to communicate and work effectively with cross-functional teams in a fully remote, international environment, including regular international time-zone calls
- Ability to thrive in a dynamic work environment with changing projects and working with multiple project leads
- Excellent written and spoken English

- Confidence in using the Microsoft Office suite and IT systems, familiarity with virtual meeting tools (e.g. MS Teams, Zoom, etc), use of contact management databases (e.g. Salesforce)
- Interest in sustainability issues

Additionally desirable

- Experience in data collection, research, monitoring and evaluation.
- Familiarity with auditing, quality assurance, and/or traceability systems
- Familiarity with any of the following: GitHub (or similar digital environments); computer languages like SQL, Python or R; business intelligence tools like Tableau or Power BI; Geographic Information Systems (GIS)

About ISEAL

ISEAL supports ambitious sustainability systems and their partners to tackle the world's most pressing sustainability challenges – from the climate emergency and biodiversity crisis to human rights and persistent poverty. ISEAL Community Members include many of the most respected sustainability schemes worldwide and are active across a diverse range of sectors. Read more about us on our website www.iseal.org.

ISEAL's culture and how we will help you thrive

Our values are **Connection, Empowerment, Inspiration, Wellbeing, Effective Working and Creativity.**

These are traits we value in each other and in the organisation overall and we instil these in all our processes and interactions.

The issues we work on are of a global nature and our team reflects this, with individuals from many different backgrounds and nationalities. We know this diversity adds to the high quality of work we deliver as an organisation and through our commitment to diversity and inclusion we want to add strengths and perspectives in our team with each recruitment. Diversity for us includes race and gender identity, age, disability status, sexual orientation, religion and many other areas forming part of someone's identity. We are proud to be an equal opportunities employer.

As an organisation, we also support our people in their personal and professional development, with specific budgets and processes enabling individuals to take advantage of growth and development opportunities.

We offer 25 days of annual leave, to which we will add a day a year after 2 years (to a maximum of 30 days), as well as an extra five days as a one off once you have been with us for a full five years.

We recognise individuals' preferences when it comes to where and when to work through a hybrid working model with a minimum of 4 days per month in the London office as well as the opportunity to apply for flexible working arrangements to suit individual's needs.

Other relevant information

Term: This is a permanent contract

Working hours: Full time, 37.5 hours per week

Salary: £30,000 – 34,500 per annum, depending on experience

Location: London. Applicants will need to provide evidence that they are entitled to work in the UK. An ability and willingness to work in a hybrid work environment is required.

International travel: The post holder may be required to undertake occasional international travel

Ideal start date: August 2024

How to apply

Please use this link to apply: <https://wkf.ms/4eaQT9R>

Specific enquiries about this role and the application process can be sent to the recruitment@isealliance.org.

Deadline for applications is 30 June 2024

Please note that we will only contact shortlisted applicants.

Interview process

Please see below the planned interview process (please note that we will endeavor to keep to this schedule, but some dates may be subject to change)

First interviews (Teams): 3-5 July

Pre-interview timed exercises (between 60 – 90 minutes from home): 5-10 July

Panel interviews (Teams): w/c 15 July

Decision: by 22 July

Accessibility

If candidates required additional time or other considerations for the interview process, we are committed to accommodating any reasonable requests.

Please note that ISEAL will cover travel expenses for in person interviews for candidates travelling from outside of Greater London. ISEAL also covers caring expenses for candidates who are carers and need to arrange of cover for the duration of the interview/exercises.