NETWORK AND FUNDS COORDINATOR

Salary	*£30,875 - £31,688*
Location	*London, United Kingdom*
Team	*Network and Funds Directorate*
Line Manager	*Director of Network and Funds*
Line Reports	*None*
Hours	*35 hours per week*
Contract	*Fixed Term (12 months)*
Grade	*4B*
Safeguarding	*Basic*

WHAT IS START NETWORK?

Our purpose is to be a catalyst for system-level change that improves the efficiency, effectiveness and ethics of humanitarian action. We do this by working as a network to develop, test & spread new ways of collaborating and resourcing locally-led crisis response and anticipation.

Our current membership is made up of over 130 local, national and international NGOs based all around the world. We also support 10 national and regional hubs made up of civil society organisations and NGOs as our vehicle for devolving power, resources and accountability.

OUR SOLUTIONS

DECENTRALISING & LOCALLY-LED ACTION: Shifting power and resources and decentralising decision-making to locally led networks and organisations.

EARLY & RAPID FINANCING: Building a global financing system that reduces risk, anticipates, and acts ahead of predictable crises.

COMMUNITY-LED INNOVATION: Incentivising innovative, locally led, and contextual solutions and learning from them together with people affected by crises.

For more information about Start Network and what we do, please visit our website.

OUR VALUES

WE PUT PEOPLE FIRST: Communities come first in our decision-making and programming.

WE ARE BRAVE: We have great ambition and are willing to explore new things and take risks to achieve it

WE OPERATE COLLECTIVELY: We leverage the value of working as a network, sharing risk and resources, and learning together.

WE ARE INCLUSIVE: We see the value in diverse perspectives and work to remove the barriers that prevent voices from being heard.

WE ARE OPEN: We work transparently and with integrity, building mutual trust in all levels of our work, from governance to programming.

WE ARE ETHICAL: We behave and operate based on key principles of anti-racism, non-discrimination, and anti-colonialism. This is a work in progress.

JOB PURPOSE

The Network and Funds Coordinator provides comprehensive administrative, organisational and coordination support to the Director of Network and Funds, ensuring the effective management of the Director's priorities, planning, communications and follow-through. The role contributes to the effective leadership and operation of the Network and Funds Directorate by enabling the Director to focus on strategic priorities and delivery of impact.

The Coordinator plays a key role in managing schedules, meetings, communications and relationships with efficiency, discretion and professionalism. The role proactively coordinates activities, maintains effective systems and processes, and ensures that decisions, deadlines and follow-up actions are well organised and progressed.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

Assistance to the Director of Network and Funds

- Provide proactive, high-quality administrative and organisational support to the Director of Network and Funds, ensuring priorities, commitments and key activities are effectively planned, coordinated and progressed.
- Manage the Director's schedule, exercising judgement in prioritising commitments, resolving conflicts and ensuring appropriate preparation time for meetings, decisions and engagements.
- Coordinate international travel arrangements, including itineraries, accommodation, visas, meeting logistics and supporting documentation, ensuring travel is efficient and well organised.
- Prepare and coordinate meeting materials, including agendas, briefing notes, presentations and background information, working with colleagues to gather relevant inputs and ensure appropriately preparation.
- Maintain oversight of the Director's actions, commitments and follow-up activities, tracking deadlines, approvals and decisions and ensuring actions are progressed in a timely manner.
- Support the management of routine correspondence, communications and documentation, ensuring information is handled efficiently and appropriately.
- Maintain effective information-management systems, including filing, records and document organisation, ensuring key information is accurate, accessible and well maintained.
- Handle confidential and sensitive information with a high degree of discretion, professionalism and sound judgement.

Coordination Support to the Network and Funds Directorate

- Support the effective coordination of the Network and Funds Directorate by organising Directorate Management Team meetings and other key directorate forums, including scheduling, agenda preparation, circulation of papers and follow-up of actions and decisions.
- Prepare clear meeting notes and maintain accurate action, decision and follow-up trackers, ensuring agreed actions and commitments are visible and progressed.

- Monitor and follow up on agreed actions, deadlines and deliverables with colleagues, helping to maintain momentum across directorate priorities.
- Maintain directorate planning tools, including workplans, milestone trackers and simple risk and issue logs, ensuring information is accurate, current and accessible to support effective planning and decision-making.
- Coordinate the transparent flow of information across management and teams, ensuring key updates, decisions and priorities are communicated clearly and in a timely manner.
- Support the planning and coordination of directorate meetings, strategy sessions and other collaborative activities, ensuring effective preparation and follow-through.
- Provide ad hoc administrative and coordination support to Heads of Team, managers and colleagues within the Network and Funds Directorate, where requested and aligned with directorate priorities.

Project and Workplan Coordination

- Support the coordination and effective delivery of projects and initiatives across the Network and Funds Directorate, working with colleagues to maintain visibility of priorities, timelines and key activities.
- Maintain project trackers, workplans and milestone updates, monitoring progress, dependencies and agreed next steps and highlighting actions requiring follow-up.
- Coordinate inputs from colleagues across teams to support the preparation of project updates, reports, presentations, briefings and internal planning materials.
- Support the identification and tracking of risks, issues and actions, escalating matters to the appropriate colleagues where required.
- Provide support with the preparation of briefing notes, meeting packs, presentations and other materials to support effective decision-making and communication.

Meetings, Events and Logistics

- Plan and coordinate meetings, workshops, stakeholder engagements and internal events, ensuring arrangements are well organised and aligned with intended outcomes.
- Coordinate practical arrangements including venues, travel, accommodation, meeting links, materials and participant information.
- Prepare and circulate meeting papers, presentations and background materials to support effective preparation and engagement.
- Anticipate and resolve logistical issues, using initiative to ensure meetings, events and travel arrangements run smoothly.

Cross-Organisational Administration and Coordination

- Work collaboratively with teams across Start Network to coordinate administrative processes, information flows and follow-up actions.
- Monitor outstanding actions, approvals and requests, helping ensure information is available and tasks are progressed in a timely manner.
- Build positive and constructive working relationships with colleagues, members, partners and other stakeholders, representing the Directorate professionally and effectively.
- Identify opportunities to improve administrative systems, coordination processes and ways of working, contributing to a more efficient and effective Directorate.

Start Network Culture

- Carry out the responsibilities of the role in line with the Start Network Code of Conduct and with a commitment to safeguarding adults and children.
- Demonstrate commitment to the Start Network vision, principles, values and approach.
- Work flexibly with different teams and functions as part of Start Network's agile and collaborative culture.
- Undertake other duties appropriate to the level of the role as reasonably required.

PERSON PROFILE

Skills, Knowledge and Experience

Essential

- Experience providing administrative and coordination support to a senior manager, director or leadership team, including managing competing priorities, meetings, communications or travel arrangements.
- Experience maintaining effective organisational systems, such as workplans, action trackers, records, information systems or other coordination tools.
- Experience preparing clear and accurate meeting notes, briefings, presentations, written updates or other materials for internal audiences.
- Excellent organisational skills, with strong attention to detail and the ability to manage multiple priorities, deadlines and commitments effectively.
- Strong written and verbal communication skills in English, with the ability to communicate clearly, professionally and inclusively with colleagues across a diverse, international network.
- Ability to gather, organise and summarise information clearly, tailoring communications and materials for different audiences.
- Ability to build constructive working relationships and coordinate effectively with colleagues across teams and functions.
- Good judgement and discretion when handling sensitive, confidential or complex information.
- Ability to work independently, anticipate needs, use initiative and take appropriate action while knowing when to seek guidance.
- Practical problem-solving skills, with a proactive approach to identifying issues, finding solutions and ensuring actions are followed through.
- Ability to bring structure and organisation to busy or changing environments, maintaining accuracy and reliability under pressure.

Desirable

- Experience working within a charitable organisation.
- Understanding of or interest in humanitarianism.
- Experience working in a multicultural, international or geographically dispersed team.
- Familiarity with project coordination, workplan management or task-management tools.
- Additional language skills.