



Deputy Convenor and Director of Engagement

Job details

Group	Green Economy Coalition (GEC)
Reports to	Convenor - Green Economy Coalition
Responsible for	Comms & Publications Manager
Purpose of job	To take GEC's thinking mainstream.
Main contacts	GEC Team. Leading sustainable development and economic organisations, government policy makers, UN agencies, international NGOs and other international organisations and national organisations working in the fields of economic reform. Media organisations, press contacts, directors at Coalition partners, colleagues within the GEC network and within IIED
Contract type	Full time, permanent. However, we are very open to flexible and part time working as part of a job split/share. Particularly as the role spans communications expertise, coalition management and network building. If you do not cover all of the expertise detailed below but are interested in part of the role, we encourage you to apply, in your covering letter please state the part of the role you are interested in.
Hours	35 hours
Location	Central London (<i>Please note that while this role is advertised as office-based, IIED will remain a predominantly remote-working organisation for the foreseeable future</i>)
Grade	Grade 2: £57,569 - £71,683, plus benefits

Context

The Green Economy Coalition is a network of over 60 collaborating organisations, with a global secretariat hosted by IIED, in London. In ten years, we have grown from a small research network to a global alliance with 8 national hubs. We have evolved a unique model of national dialogues, with proven policy impact. We have lobbied governments and decision makers to ensure that the Green Economy emerged, is inclusive and stayed at the top of the global and national agendas. We have pioneered flagship research, delivered multi-million collaborative programmes, and created the definitive green economy policy tracker.

The green economy agenda is starting to move, but it needs to move faster, and connect better. It must become common knowledge, common sense. It must lift people's hopes, focus their energies, put money in their pockets. It must become the mainstream choice, where all political colours compete to bring it to life, lock it into law, incentivise and invest. It must empower a new wave of unprecedented entrepreneurship, where everyone

has a fair share and opportunity. It must help shift trillions of dollars, euros, yen, pounds. It must help end the climate emergency and the inequality crisis.

The Person

To lead this shift we need a rare type of leader. You both understand the power of story, but also how to get others to tell it. You are an excellent listener – gathering input from many diverse voices and pulling it together in to shared narrative. You may have been a senior communications professional or an experienced coalition builder (preferably both) and so you know that it is not just what you say but who says it, that really matters.

You are excited by the scale of our work, global economic reform in a decade, and not overwhelmed by the loud ticking of the extinction clock. You are strategic, but also reactive and extrovert, creating and responding to the right discussions with the right people, ensuring our message and our messengers are always there.

You are a problem solver. You are able to work your way around problems with creativity and agility. You are a team motivator. Whilst you are very comfortable in leading from the front, and making tough calls, you also love working in partnership, co-creating with teams and coalition members.

You have a substantial network and address book from which to draw. You are able to convince governments and philanthropists that the days of sticking plasters on issues must be replaced with bold investments that tackles the root cause solution – an economy fit for the 21st century.

You are ambitious, both for our agenda and personally, wanting to grow your role, your team and your profile.

Main Responsibilities

Communications elements:

1. ***Raise the profile of GEC***
 - Be a spokesperson for the GEC and it's work in the media and at international and national events, conferences and in meetings with a variety of stakeholders, including increasingly with business networks
 - Lead the creation and delivery of GEC's communications products and activities
 - Ensure our work remains at the leading edge of economic reform thinking
 - Manage GEC communications, advocacy and campaigns through a partnership approach, primarily with Coalition partners
 - Ensure GEC brand and products are increasingly recognised, and respected in the right places
 - Maintain and develop GEC's voice, and consistent editorial style and ensuring GEC is intelligent, relevant, exciting and accessible
 - Supported by our Comms & Publications Manager, manage a small comms team including a number of key consultants and contractors
 - Ensure communications work supports and is coordinated with our key technical areas in GEC: building critical mass, influencing policy and coalition building.
2. ***Drive GEC network expansion and improvement***

- Ensure GEC's members are actively engaged and collectively driving the coalition's dialogues, campaigns and advocacy work
- Ensure our events deliver impact and membership value
- Forging new strategic partnerships with other leading organisations and initiatives
- Ensure we are a listening and learning organisation, collectively challenging ourselves and our members to create impact
- Grow the number of our national hubs through strategic partnership

Deputy convenor elements:

3. *Support the Convenor with the management of the GEC global secretariat*

- Develop the geographical distribution of our core skills and staff to ensure we are a truly diverse global organisation.
- Help ensure effective hosting of GEC at IIED
- Help construct and manage the coalition budget, staff and programmes
- Manage a small operations team of to ensure our work is delivering excellence
- Develop longer term organisational development of our network (including the options of independence of IIED)

4. *Fundraise*

- Ensure the Coalition is funded and the business development pipeline is strong
- Use your address book to Strengthen existing funding relationships and build new ones
- Refine funding pitches to ensure framing is hitting current issues and speaks to the funder
- Prepare and manage annual work plans and budgets and report to donors in connection with all of the above.

The job description defines the level of responsibility and area(s) 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

We recognise this is a big role, spanning both communications expertise with coalition network development and management. We may find all of this in one person, but we also consider the potential of job share/split – between 2 people (3 days a week) with one person stronger on comms and one stronger on coalition management – but both must demonstrate fundraising expertise. With this in mind we encourage you to apply if you are strong in both or one of these areas (comms/coalition management).

Communications

- Excellent presentation skills and willingness to be a media spokesperson
- Outstanding and innovative communications expertise, able to find new and interesting ways to connect to partners and audiences
- Excellent interpersonal skills, superb listener, with proven ability to manage multi-stakeholder projects, dealing with staff, collaborators and partners from a wide range of backgrounds and cultures and ability to communicate with and inspire both specialist and non-specialist audiences.

- Multi-media expertise demonstrated through a record of relevant innovative and influential work and publications
- Ability to think ahead to anticipate 'hot topics' issues and opportunities and delivering to tight deadlines

Content

- Knowledge of the key issues related to transition thinking and hopefully also, the green economy
- Experience of working on environmental and development economics, natural capital, inclusion, informality, inequality and how this plays out in all geographies and development contexts
- Substantial experience with international policy frameworks, agreements and initiatives addressing green economy, natural capital and poverty, and inequality and poverty reduction (specific technical knowledge preferable but not essential, ability to absorb new content equally valid)
- Postgraduate degree in a relevant discipline

Coalition management

- Proven experience of engaging with international organisations, government agencies, academics, NGOs and other civil society organisations working on economics, inequality, and poverty
- Well networked. Experience of creating, developing and/or working within consortia, networks, alliances, partnerships and international teams
- Solid project management experience including the management of budgets and people (e.g. staff and/or external consultants)
- Excellent analytical and research skills coupled with successful research management and leadership experience
- Proven ability to work in multidisciplinary and multicultural teams and effectively managing the related challenges and opportunities
- Excellent planning and organisational skills to manage own workload and co-ordinate the work of coalition teams
- Proven interest in continuous self-improvement and developing others

Fundraising

- A sustained track record in securing funding for different projects from a variety of donors
- Ability to create new strategic funding relationships

Desirable

- Broadcast media experience
- Coaching and mentoring skills and experience
- Knowledge of economic reform
- Multinational experience
- Languages
- Experience with social movements
- Understanding of business
- Strong social media visibility

Behavioural competencies

Competency	Description	Level required
Communicating with impact	The ability to influence, negotiate, build awareness and create credibility with others through the use of clear and effective communication.	1/2
Developing others	Invests time and energy in fostering the long-term learning and development of others. This can involve the provision of practical advice, support, feedback or training to support development.	1/2
Empathy	An ability and desire to understand individuals, how they feel, their thinking and what drives their behaviour.	1/2
Leading Others	Leads own team and the wider organisation, through providing clarity, energy, decisiveness and long-term direction.	1/2
Working collaboratively	A desire to work cooperatively with others to maximise the effectiveness of IIED, build knowledge and understanding and minimise duplication of effort.	1/2

For more information, see [IIED Competency Framework](#).

Expected levels of behavioural competencies enable the job holder to understand how they can be more effective in their role, how they can better support their colleagues, partners and stakeholders and how they can progress within IIED.