

Position Description: Programme Coordinator, Sustainability

About us

As a special initiative of the UN Secretary-General, the United Nations (UN) Global Compact is a call to companies everywhere to align their operations and strategies with ten universal principles in the areas of human rights, labour, environment and anti-corruption. The mandate of the UN Global Compact is to guide and support the global business community in advancing UN goals and values through responsible corporate practices.

Locally, the Global Compact Network Australia (GCNA) brings together signatories to the UN Global Compact, including more than 35 ASX 100 companies, to advance the private sector's contribution to sustainable development through the universal framework provided by the Sustainable Development Goals (SDGs) and the Ten Principles. We lead, enable and connect business and stakeholders to create a sustainable future by supporting businesses to act responsibly and helping them find opportunities to drive positive business outcomes.

We are an ambitious team, energised by our ambition to accelerate and scale the global collective impact of business by upholding the Ten Principles and delivering the SDGs through accountable companies and ecosystems that enable change.

About the role

Reporting to the Manager, Business and Human Rights, the Programme Coordinator, Sustainability is a full-time role responsible for supporting the delivery and growth of GCNA's programming across our four workstreams: Business & Human Rights, Environment & Climate Change, Anti-Bribery & Corruption and the Sustainable Development Goals (SDGs).

This position is a great opportunity for individuals wanting to pursue a role in the corporate responsibility and sustainability fields.

Core responsibilities will include, but are not limited to:

- Working alongside the Programmes Team, the Coordinator will primarily implement the implementation of two of our core workstreams: Business & Human Rights and Anti-Bribery & Corruption.
- Working across the Programmes Team, to research and write publications that position the GCNA as a well-regarded commentator and trusted adviser on the broader sustainability agenda.
- Providing timely insights on public policy trends (in Australia and key global markets) that enable GCNA to engage in policy debates that are aligned to our strategic vision.
- Corroborating in the delivery of grant and other funding opportunities that increase the ability of GCNA to deliver strong and strategically aligned programming. This may include aiding the writing of grant submissions, delivery of relevant activities and writing reports (i.e., milestone and acquittal reports) associated with grant funding.
- Working alongside the Communications, Events and Marketing team to facilitate the delivery of activities for our workstreams, including roundtables, seminars, webinars, training workshops and conferences
- Working alongside the Communications, Events and Marketing team to assist with the development of online content (i.e., newsletter, Local Network Hub, UN Global Compact website, GCNA website and social media) to enhance awareness of our activities.

- Liaising with the Communications, Events and Marketing team to seek insights and feedback from relevant activities and deliver event summaries and outcome documents where appropriate.
- Work with the Stakeholder Engagement Manager to identify workstream related risks and opportunities that are likely to inform and/or impact the delivery of the workstreams.
- Work with the Programmes team to identify points of synergy across respective workstreams and help develop associated activities.
- Lead data and information collection activities that inform content for workstream activities and enable GCNA to demonstrate the impact of its activities.

Competencies and Requirements:

Competencies:

- **Sustainability Knowledge:** Knowledge of the sustainability agenda and its relationship with business.
- **Communication:** Demonstrated communication skills, including outstanding written and spoken English language skills. Attention to detail, including tailoring language, tone, and content to various audiences. Demonstrated openness in sharing information and keeping people informed.
- **Planning and Organising:** Efficient planning and organisational skills, including experience in project coordination. Demonstrated ability to multitask and work to tight deadlines. Works alongside their manager and peers to set clear goals that are consistent with GCNA's strategy.
- **Research and Analytical Skills:** Ability to conduct research and assemble this information in a timely manner. Good analytical skills, with the ability to explain information in a clear, concise, and practical manner. Strong attention to detail that demonstrates an ability to evaluate information or problems to find a solution.
- **Teamwork:** Works collaboratively with colleagues to achieve the GCNA's goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Supports and acts in accordance with the group's decision, even if those decisions do not entirely reflect their own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **(Advantageous) Monitoring and Evaluation:** Experience in data collection and analysis, including reporting evaluating and developing communications performance reports on social media, websites, emails and newsletters.

Requirements:

- A minimum of 3 years' experience in a similar role, preferably in the private sector or in a policy role.
- Tertiary qualification in Business, Commerce, International Relations, Environment, Sustainability, Economics, Law, or equivalent.
- Intermediate to advanced computer literacy
- Australian citizenship or residency or have current work rights for Australia.
- Ability to work effectively in a small team and work autonomously.

Core Values

- **Integrity:** Demonstrates the values of the UN in daily activities and behaviours; acts without consideration of personal gain; resists undue political pressure in decision-making; does not abuse power or authority; stands by decisions that are in GCNA's best interest, even if they are unpopular; and takes prompt action in cases of unprofessional or unethical behaviour.
- **Professionalism:** Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing

deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; and remains calm in stressful situations.

- **Respect for Diversity:** Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making, examines own biases and behaviours to avoid stereotypical responses, and does not discriminate against any individual or group.

What we can offer you

- Competitive not-for-profit salary (\$70-\$95k depending on experience)
- Flexible work arrangements
- Exposure to a range of industries and sectors
- Working in collaboration with a passionate and vibrant team
- Career expansion opportunities
- Working for the world's largest corporate sustainability initiative

Application Process

Please apply by clicking on the Apply Now button above or by way of cover letter and CV that addresses the position summary, competencies and requirements to secretariat@unglobalcompact.org.au by October 22, 2021.