

## Position Description: Programmes Coordinator

### 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 UN Global Compact Network Australia (UNGCNA) brings together signatories to the UN Global Compact, including more than 50 ASX listed 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.

Our team is 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 workstream managers, the Programmes Coordinator is a full-time role responsible for supporting the delivery and growth of UNGCNA's programming across our four workstreams: Business & Human Rights, Environment & Climate Change, Anti-Bribery & Corruption and Sustainable Development.

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

It is anticipated that the Programmes Coordinator will work a minimum of two days per week on the Anti-Bribery & Corruption workstream, with the balance of time allocated across the Business & Human Rights, Environment & Climate Change, and the Sustainable Development workstreams. Core responsibilities will include, but are not limited to:

- Supporting the development and management of event content in a manner that supports the delivery of workstream activities. This includes managing the logistics for our suite activities (i.e., roundtables, webinars), the development of supporting materials (i.e., invitation copy, agendas, speaker briefs, presentations) and preparing event summary/outcome documents.
- Working alongside the Programmes Team to assist with the development of publications (e.g., opinion pieces, reports, and blogs) and carrying out desktop research.
- Coordinating grant reporting and writing and ensuring that reporting schedules and deadlines are met.
- Supporting the Programmes Team with administrative and coordination activities including preparing of monthly reports, agendas, and invites, talking points, presentations and follow-up of outcomes and decisions.
- Providing support to Programmes Team priorities and other strategic priorities, administrative needs and special projects including, where appropriate Board related requests/briefs.
- Collaborate with the Communications Manager and Stakeholder Engagement Manager to support inputs

to participant engagements, social media and other communications and marketing materials (including the Bribery Prevention Network website and social media).

- Provide support to timely data collection and report-out of programme related activities, metrics, and internal requests.
- When required, support the effective delivery of grant requirements and/or UN Global Compact Network Australia programme delivery channels (e.g., Bribery Prevention Network, Ambition Accelerators, Insight Series)
- Performs any other duties assigned, as required.

## 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. Ability to work alongside managers and peers to set clear goals that are consistent with organisational strategy.
- **Research and Analytical Skills:** Ability to conduct research and assemble 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 organisational 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:

- One (1) to three (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.
- Corporate background, an understanding of the legislative process and familiarity with the Australian business landscape would be beneficial to this role.
- Intermediate to advanced computer literacy.
- Australian citizenship or residency, or have existing long-term working rights for Australia.
- Ability to work effectively in a small team and work autonomously in a combination of in-person and remote work.

## 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 UNGCNA'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 of up to 70K per annum
- 12-month contract with potential for extension
- Flexible work arrangements, with a combination of in-person and remote work
- 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, and attach, as separate documents, a cover letter and CV that addresses the competencies and requirements by 30 June 2023.