

Job Description & Specification

Job Title	Interim Programme Administrator
Department	Programmes
Reporting to	Senior Programme Manager
Salary	£20,000-£24,000 pa depending on experience
Location	Cool Earth Penryn Office
Essential Purpose of Role	To support the Programme team with administrative and coordination tasks, liaise with Cool Earth partners around the world and conduct desk research on specific topics.
Contract Type	Full-time, short-term (6 months)

Job description

Executive assistant and team support

- Providing high quality and efficient administrative support to the Senior Programme Manager and other relevant programme managers.
- Support team meetings (i.e., diary management, circulating agendas and pre-materials and writing minutes as needed).
- Ensure new documents are appropriately shared with relevant people in the organisation, stored and archived on the document management system (Dropbox).
- Ad hoc administrative support (travel arrangements, conference planning, supporting recruitment processes for the Programmes team, workshop planning).

Programme Support

- Provide administrative and coordination support to the Rainforest Network Manager (liaising with international partners, partnership renewals, due diligence, reporting and budgeting).
- Monitor partnership enquiries received into the Cool Earth inbox and assign tasks to the relevant people in the organisation.

- Work with the Digital Project Coordinator to ensure the stakeholders database is maintained and updated to support and improve team-wide stakeholder management and accountability.
- Track reporting and application requirements and timelines and assist with the preparation of programme information for the communications and fundraising teams.

Research

- Desk-based research on specific topics (i.e., cash transfers, climate finance, indigenous rights, evaluation methodologies).

This is not an exhaustive list of the duties that may need to be undertaken in this role. It may be necessary to undertake other duties as and when required.

Person Specification

Essential Skills and Abilities

- Confident administrator with a keen interest in environmental and development thematics.
- Strong organisational and prioritisation skills.
- High level of IT competency and experience of using social media/digital communication tools
- Confident and diplomatic communicator, both on the telephone and in writing
- Ability to absorb new concepts and information quickly, and to act with initiative and imagination
- Ability to work flexibly, prioritise and complete tasks in a timely way
- Excellent attention to detail and the ability to follow tasks through to completion
- Positive work ethic with a 'can do' attitude
- Ability to remain focused and calm under pressure
- Genuine interest in and commitment to the humanitarian and environmental principles of Cool Earth
- A demonstrable commitment to EDI (equality, diversity and inclusion)
- Understanding of General Data Protection Regulations

Desirable Skills and Abilities

- Working knowledge of Google Workspace, Slack and Trello
- Working knowledge of CRM systems and website CMS, especially Salesforce and WordPress
- Ability to speak other languages, e.g. French, Spanish
- Experience working for a charity or NGO