

## PROJECT COORDINATOR

### JOB DESCRIPTION

**LOCATION:** UK, home-based

**SALARY:** £28,000 - £32,500 per year

**BUSINESS UNIT:** Outreach and Engagement

**STARTING DATE:** As soon as possible

**POSITION TYPE:** Full-time 37.5 hours per week (flexible working patterns will be considered)

**TRAVEL:** Occasional

**CLOSING DATE FOR APPLICATIONS:** 14 May 2023

#### ABOUT AWS

The Alliance for Water Stewardship (AWS) is a global membership collaboration that connects organisations dedicated to promoting the responsible use of freshwater. Our members include businesses, NGOs and public sector organisations. Members contribute to the sustainability of local water resources through adoption and promotion of a universal framework for sustainable water use – the International Water Stewardship Standard, or AWS Standard – that drives, recognises and rewards good water stewardship.

The Project Coordinator is tasked with working across teams to provide essential organisation and administrative support, focused on three main areas of work: our sector working groups, the AWS Impact Accelerator and reporting against funded projects and partnerships.

#### ABOUT THE ROLE

Reporting to the Sector Lead, the post holder will be responsible for administration of the AWS sector working groups (currently five in total). This will involve working with the Sector Team to develop agendas, organise speakers and provide updates to members following each meeting. Dealing with day-to-day enquiries about the working groups and developing outputs with the Sectors and Communications teams will also form part of this role.

The recently launched AWS Impact Accelerator is how our members collaborate in key sourcing hubs to implement water stewardship as defined by the AWS Standard. Locations are identified through our sector working groups, and then the Sector Team and the Programmes Team work together to launch the programme in each new location. The Project Coordinator will support this ongoing process. They will help coordinate between Sectors, Programmes and Finance teams as

each accelerator is developed. This will cover both initial setup activities (such as preparation of partnership agreements, contracts and budgets) and ongoing coordination to support the smooth running of accelerators (such as helping to organise workshops, partner updates and liaising with the Communications Team).

AWS also has funded projects and partnerships which contribute towards our work across our priority sectors. The Project Coordinator will be responsible for working across the team (and with external partners) to undertake reporting and coordination across these projects. This will also include supporting internal reporting and data analysis, feeding into quarterly reporting across teams and providing input to quarterly AWS Board reports. The post holder will also undertake research into potential funding opportunities relevant to the AWS Strategy, providing insights to the Chief Strategy Officer and supporting where required on the development of new funding proposals.

As part of a small team working across multiple geographies and sectors, the Project Coordinator will also be expected to contribute to other areas of work on an ad hoc basis, such as the annual AWS Forum and other opportunities as they arise.

## **WHO YOU ARE AND WHAT YOU'LL DO**

We are looking for an exceptionally organised individual with a proven track record of building strong relationships and delivering impactful projects.

- You are a well-organised individual who can adapt quickly to changing circumstances.
- You have an eye for detail and can take complex information from a range of sources and distil it for different audiences.
- You are confident working with stakeholders from a range of backgrounds and geographies and comfortable working flexibly within a small but global team.
- You will understand water stewardship and broader sustainability topics.

In return for your commitment, you will get an insight into an international organisation, working at the forefront of water stewardship as part of a highly motivated global team.

## **Job Tasks and Responsibilities**

Close collaboration across AWS will be a vital component of this role. You will:

- Work with the Sector Team to deliver quarterly working groups across our priority sectors.
- Work with the Sector and Programmes Team to develop and implement AWS Impact Accelerators in key sourcing hubs around the world.
- Establish and maintain smooth structures for funded projects and the AWS Impact Accelerator administration to ensure clarity of roles, responsibilities and timelines.
- Coordinate AWS staff (and external partners) working on funded projects across the Outreach and Engagement Business Unit.
- Lead on development of reporting for funders and partners and contribute to AWS Board reporting requirements.
- Undertake research as required to support achievement of the AWS Strategy 2022-2030.

## **Person Specification**

Essential criteria

- Degree or equivalent in a relevant discipline
- Familiarity with themes on sustainability and water

- Experience in project coordination
- Excellent written and spoken English language skills
- Excellent interpersonal and teamwork skills
- Confidence with administrative and coordination tasks
- Strong organisational skills and time management
- Excellent attention to detail

## HOW TO APPLY

If you think you might be right for this job and this job might be right for you, please send an email marked "VACANCY: PROJECT COORDINATOR" to [gail@a4ws.org](mailto:gail@a4ws.org). Your email should include the following attachments:

- A covering letter in English explaining why you are interested in the position and demonstrating how you meet the job description.
- Your current CV in English with email addresses and telephone numbers of two referees.
- An indication of when you would be available to take on the role, if selected.

**Closing date for applications is 14 May 2023.** Only shortlisted candidates will be contacted. Unfortunately, we cannot provide feedback to unsuccessful candidates.

AWS is an equal opportunities employer and do not discriminate on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.

AWS will comply with all relevant Privacy and GDPR regulations regarding candidate data retention.