



Support for the Call to Action on Sustainable Urbanisation across the Commonwealth

Applications invited for role of: **Projects Coordinator**

(9 MONTH CONTRACT)

Job Title: Commonwealth Sustainable Cities Initiative Projects Coordinator

Contract Location: Remote, ability to travel

Period: 9-month contract, 02 May 2022 – 31 Jan 2023

Fees: To be negotiated depending on geographical location

Role summary

The Commonwealth Association of Planners (CAP), Commonwealth Local Government Forum (CLGF), Commonwealth Association of Architects (CAA), The Association of Commonwealth Universities (ACU) and The Prince's Foundation are working collaboratively in pursuing a number of interconnected initiatives related to sustainable cities and human settlements in the Commonwealth. The outputs of these initiatives will contribute to discussions at the Commonwealth Heads of Government Meeting (CHOGM) and World Urban Forum 11 (WUF11), June 2022 and at other events. There will also be a range of follow up and implementation actions arising from the initiatives.

The appointed Coordinator will be responsible for supporting the delivery of the key activities by the sponsor organisation, including day-to-day coordination where necessary, to ensure the overall objectives are achieved within agreed timescales and budgets. The Coordinator will report on a regular bases to a Project Steering Group composed of representatives of the five sponsor organisations.

The Coordinator will be expected to work a minimum of 3 days / week (7.5 hours / day) through to 31 January 2023 (excluding holidays), including potential for periods of international travel within that timeframe. A desk space will be provided at The Prince's Foundation offices at 19-22 Charlotte Road, EC2A 3SG, should the candidate wish to utilise that space. Home working is expected, but the ability to travel to London for occasional meetings if based in the UK would be desired. If based outside of the UK, the candidate must be in a time zone that overlaps GMT by at least 3 hours in the period from 9am-5pm GMT.

Key tasks

- a) **Commonwealth Sustainable Cities Initiative (CSCI):** Oversee the regular administrative management and logistics of the CSCI, which includes maintaining the CSCI master database and email, coordinating CSCI meetings, and undertaking any actions necessary between meetings. Support the strengthening of communication, partnerships, and collaboration amongst the CSCI partners. Maintain communication with assigned staff from the partner organisations managing the network. This includes providing regular updates on the work of the CSCI and sharing opportunities with stakeholders associated with the CSCI. You will also be responsible for coordinating and/or supporting the following initiatives:
 - **Call to Action:** Coordinate and support the CSCI in advocacy efforts surrounding the Call to Action (CTA) on Sustainable Urbanisation across the Commonwealth, including managing supporters and other key partners of the call.
 - **Website and communications:** Ensure alignment of any materials developed to the CSCI Theory of Change and ensure materials are developed and promoted on the CSCI, CAP / CAA / CEC and CLGF websites.
 - **Key events:** Coordinate key events related to the CTA, CHOGM, WUF11 and COP27; and other related events such as the CAP awards and CAP Biannual business meeting & conference.

- **Commonwealth Youth for Sustainable Urbanisation (CYSU):** Attend the CYSU meetings as required and ensure the CYSU connects with the CSCI.
- b) **Other tasks:** when time allows, you may be asked to support the following tasks:
- **Rapid Planning Toolkit:** Provide administrative support to the Senior Programme Manager at The Princes Foundation in CAP's collaboration with The Prince's Foundation on the Rapid Planning Toolkit for Urban Expansion.
 - **Continued Professional Development (CPD) Series for Built Environment Professionals:** Support the CSCI CAP, CEC, CAA and CLGF in future CPD series' for built environment professionals, building on a successful 5-part series in 2021.
 - **Survey of Built Environment Professionals:** Building on the success of the Survey of the Built Environment Professions, support the next publication and further research specific to built environment professionals and sustainable cities.

Required Skills / Qualifications

- Have a minimum of a Bachelor's Degree in a relevant area (international Development, Planning, Sustainability, International Relations or Environmental Studies) with interests in cities and urban development internationally.
- Understanding of the Commonwealth and its values.
- Demonstrate experience of successful project management and project delivery, including budget management and working with a number of different partners, desirable.
- Excellent verbal and written communication skills including report writing.
- Experience with using social media platforms and virtual meeting platforms (in particular Zoom).
- Experience in video editing desirable.
- Experience with Basecamp software desirable.
- Demonstrable ability to achieve results with limited supervision.
- Ability and willingness to travel internationally.

Employment Contract and Remuneration

The person appointed will be expected to work on a freelance or contracted self-employed basis, responsible for looking after their own tax and NI contributions. Remuneration will be made on a monthly basis in arrears by bank transfer on submission of a fee invoice from the contractor and based on a day rate to be agreed (7.5 hours / day).

Application requirements

Applicants for the post of Commonwealth Projects Coordinator should submit the following information:

- Curriculum Vitae (2 pages max) with a supporting statement (2 pages max) demonstrating suitability for the role, focussing on the project focus, required skills and qualifications set out above.
- References – names and contact details of 2 people we can approach.
- Fees: your professional fees for undertaking the work as set out above expressed as a day rate assuming a 7.5-hour day.
- Confirmation of availability of at least 3 days / week through to end of January 2023 – excluding any periods that the contractor expects to be unavailable for work, to be agreed in advance.
- Date on which you could take up the post if successful, bearing in mind that the sponsors would like the appointed person to start as soon as possible.
- Confirmation of ability and willingness to undertake international travel.

Any queries should be sent by email to annette.odonnell@rtpi.org.uk

**Applications should be submitted by email before 24.00 hours on 4 March 2022 to annette.odonnell@rtpi.org.uk.
Expected interview dates will be 14th-18th March via Zoom**

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