

Job title: Partnerships Coordinator, Consultant for Transition Minerals Team (TM)

Daily Rate: up to GBP 223

Reports to: Senior Civil Society Partnerships Advisor

Length of Assignment: preferably to start by 3rd February 2025 to December 2025

Location: Nairobi with occasional International and local travel.

Role Summary

The purpose of the role is to make a significant contribution to successful and impactful partnership working.

The role will deliver an effective, inclusive, and coordinated approach to our work with partners within the TM team and across the organisation. From designing and overseeing sub-granting practices and processes and contributing to funding proposals through to facilitating the participation of partners in key events and supporting them to meet project deliverables.

Key Responsibilities and Accountabilities

Partnerships

- Manage processes for delivering subgrants and design and implement best practice approaches for subgrants for the TM team and across the organisation
- Deliver subgrants for strategic Transition Minerals team partnerships including all the practicalities of the project and budget management and deliver support as appropriate
- Facilitate, design, and implement internal and external partner meetings, workshops, and other events.
- Work with the External Engagement and Finance teams and other key stakeholders to develop progress updates, identify potential funding opportunities and support the drafting and submission of funding proposals as required.
- Facilitates the participation of campaign team partners in key events e.g., New York Climate Week, COPs identifying and meeting their needs and acting as their first point of contact for the organisation.
- Engage with coalitions, networks and partners that supports partnership work where relevant and appropriate
- Oversees contractual agreements for partners and consultants.
- Oversees and supports partners and consultants to meet agreed deliverables, standards, and timelines.

Engagement and Collaboration

- Working with the Senior Civil Society Partnerships Advisor to contribute to strategic TM planning by identifying opportunities for joint activities and collaborations with existing and new partners, coalitions, and other teams within Global Witness
- Builds constructive cross-functional collaboration with teams across the organisation including but not limited to: Transition Minerals, Forests, Land and Environmental Defenders, Finance and Operations and External Engagement.

- Provides input and expertise in team and organisation wide meetings and projects related to partnerships
- Attends planning sessions, strategy development processes, and broader team discussions where partnerships are relevant
- Engage with external organisations including partners and strategic collaborations

Ways of working

- Work proactively to support the organisation in meeting its purpose, strategy, and priorities
- Work collaboratively and positively across the team and whole organization contributing to cross organization projects, key events, and initiatives
- Demonstrates an active commitment to creating a diverse and inclusive workplace
- Works in line with Global Witness' values of Courage, Collaboration, Kindness, and Inclusion and Belonging
- Contributes to a positive hybrid and virtual working environment
- Works within Global Witness policies and procedures, including confidentiality, source protection and security, legal and contractual requirements, and general office procedures

Other

- Carry out any other duties equal to the skills and responsibilities required for this role as directed by the line manager
- This role will require travel to other countries to work with the team, partners and allies when required
- Be willing to work flexible hours when required, and particularly around big campaign moments and developments in the realities of defenders that need urgent attention.

Person Specification

- Demonstrates significant experience working with civil society networks, including with local organisations and grassroots movements.
- Demonstrable experience in delivering projects and subgrants on time and within budget and receiving positive stakeholder feedback
- Possess an understanding of the key issues facing civil society (globally and in Africa) – familiarity with the international mechanisms and institutions that work on the issues would be warmly welcomed
- Proven ability to develop and maintain inclusive relationships with a diverse range of external people, groups, and partners
- Displays excellent organisation skills with the ability to establish priorities and boundaries, manage multiple and competing priorities
- Excellent finance, budgeting and analysis skills.
- Has excellent communication and interpersonal skills
- Displays the ability to write in an engaging and media friendly manner and presents complex issues in an engaging and inclusive way

- Displays the ability to take care of own emotional and physical wellbeing and encouraging others to do the same
- Demonstrable ability to think strategically, innovatively, and practically
- Full professional proficiency in written and spoken English and French is a **mandatory** requirement
- Display Global Witness' values and actively take part in Global Witness' diversity and inclusion journey
- Displays high levels of self-awareness understanding own strengths, areas for development and impact on others