

IFRS Foundation job description

Role: Project Team Coordinator
Duration: Temporary fixed term contract (until 31 Dec 2023)
Reports to: Project Manager
Based: Canary Wharf, London

Background

On 3 November 2021, the IFRS Foundation Trustees announced the creation of a new standard-setting board—the International Sustainability Standards Board (ISSB)—to help meet the demand from international investors for high quality, transparent, reliable and comparable reporting by companies on climate and other environmental, social and governance (ESG) matters.

This temporary role will provide administrative support to the team delivering the ‘One Foundation’ two-year programme of work that is underway to support the creation of the ISSB and the consolidation of the Climate Disclosure Standards Board and the Value Reporting Foundation into the IFRS Foundation.

Principal Accountabilities

- Support the Project Manager with coordinating IASB technical activities and relevant workstreams within the One Foundation programme (particularly the culture workstream and activities), ensuring that requests are dealt with professionally, following up as appropriate and referring to line management, as necessary.
- Extensive, complex diary management across multiple time zones.
- Set up and manage logistics for a variety of meetings and events (eg interviews and workshops):
 - Coordinating attendees and updating diaries.
 - Booking meeting rooms.
 - Managing AV equipment/access.
 - Preparing documents, drafting agendas and minute taking as required.
- Collate and analyse project data, create and circulate reports and project communications and manage files/records in line with the Foundation’s IT policies and procedures.
- Coordinate project schedules.
- Support the Programme Director and other staff with ad-hoc tasks and projects as required:
 - Diary and meeting management.
 - Compile, produce and circulate documents and manage files/records.
 - Co-ordinate detailed and frequently changing national and international travel arrangements, including itinerary planning, securing visas and other travel documentation, booking transport and accommodation (applying the Foundation’s travel policy).
 - Set up and coordinate consultative group meetings involving external and internal participants.

Required skills and experience

- Demonstrable ability to manage a large volume of complex and frequently changing meeting arrangements across time zones is essential.
- Positive and proactive attitude and approach to work; desire to support others.

- Ability to work flexibly, multi-task effectively and respond constructively to conflicting demands.
- Excellent organisational and administrative skills, combined with a high level of attention to detail and accuracy and the ability to reliably compile and analyse data.
- Excellent oral and written English language skills; ability to draft clear, succinct and appropriate correspondence and documents.
- Ability to work collegially with others and effectively engage with stakeholders at all levels.
- Ability to follow instructions and respond constructively to feedback.
- At least a good level of proficiency in MS Office is required, particularly Outlook and Excel. Knowledge of SharePoint would be highly advantageous.