

## Technical Team Coordinator

**Location:** Germany or the UK

### Job Purpose and Background:

The Technical Department leads the development and maintenance of the key resources within the initiative to enable the adoption of climate targets in line with the best available science and following best practices for standard-setting organizations.

The normative and non-normative resources developed by the Technical Department are the backbone of the SBTi target-setting framework and include, amongst others, the development of cross-sector standards, sector-specific standards, as well as the scientific foundations that underpin all of these, including the curation of scenarios, target-setting methods, though leadership and novel research.

The Technical Operations Team is responsible for implementing and developing project management practices that enable transparency, independence, and accountability in the standard development processes in line with best practices for standard-setting organizations.

The ideal candidate has a proven track record in administrative support, highlighting proficiency in managing tasks and facilitating smooth operations. Strong organizational, communication, and coordination skills are essential for efficiently handling various responsibilities within the team. Understanding standard office procedures and protocols is crucial for maintaining effective communication and collaboration among team members.

**This position will report to the** Head of Technical Operations

### This role plays an important part in achieving:

- Fostering a positive team dynamic by facilitating communication and collaboration across the teams
- Ensure seamless coordination and communication between the CTOs and various, internal and external stakeholders for effective project and task execution
- Provide efficient operational support managing the CTO's schedules

### About the SBTi:

The Science Based Targets Initiative (SBTi) is a global body that enables businesses to set ambitious emissions reduction targets in line with the latest climate science. It is focused on accelerating companies worldwide to halve emissions before 2030 and achieve net-zero emissions before 2050.

The SBTi defines and promotes best practices in science-based target setting, offers resources and guidance to reduce barriers to adoption, and independently assesses and approves companies' targets.

For more information, please visit [www.sciencebasedtargets.org](http://www.sciencebasedtargets.org)

### **Key responsibilities include:**

#### **Administrative Support:**

- Managing the Technical Department and CTO's calendars, scheduling meetings, arranging travel, etc.

#### **Event Planning**

- Planning and coordination of team events, such as workshops, offsite meetings, etc.
- Facilitation of workshops.

#### **Meeting Support**

- Preparation for meetings, including agenda creation, gathering materials, and taking minutes. Following up on action items and decisions made during meetings.

#### **Documentation & Reporting**

- Organizing and maintaining files, documents, and any other relevant records easily accessible.

#### **Task Management**

- Coordinating and managing tasks across multiple teams for smooth execution and alignment with goals.
- Ensure efficient management of internal and external queries to the Technical Teams
- Manage TD query inbox
- Manage TD staff and Managers' meetings.

#### **Ad-hoc Support**

- Other tasks that are commensurate with your skills and experience may be assigned in agreement with your line manager.

### **Essential skills and experience needed:**

- Bachelor's degree in relevant field; experience instead of degree accepted
- A minimum of 3-5 years of relevant, full-time work experience as a team assistant or similar administrative role
- Excellent attention to detail and experience managing or monitoring multiple projects simultaneously
- A self-starter with experience working in a loose management environment across multiple organizations
- Ability to think creatively and be flexible to changes in project scope, focus, or timeline
- Proficient in using office software and applications (e.g. MS Office, Google Suite, online whiteboards, etc).



- Ability to upward manage, corralling busy people and holding them accountable to tasks
- Strong communication skills - ability to communicate complex concepts clearly, both orally and in writing, with fluency in English
- Maintaining strict confidentiality during meetings, ensuring that all sensitive information discussed is securely protected and not disclosed to unauthorized parties, thereby fostering a trustworthy and professional environment.
- Good time management and ability to organize multiple simultaneous tasks efficiently with precision and strong attention to detail.
- Show diligence by carefully completing tasks, addressing issues proactively, and consistently meeting deadlines.

**Desirable criteria:**

- Able to work independently in a virtual work environment, and to ask for clarification/direction, where needed
- Ability to thrive in a dynamic work environment with changing projects and working with multiple project leads
- Familiar with project management tools (e.g. Asana)

This is a full-time role based in Germany or the UK.

The salary for this role will depend on location and experience level. This role is a fixed-term contract for 12 months with the possibility of extension.

Interested candidates should be legally allowed to work in the countries specified. The SBTi cannot sponsor any working visas.

If you are interested, please apply here: <https://forms.gle/8vEmw5QXbTBxM2NQ6>

**What we offer:**

- Working in one of the most successful and fastest-growing initiatives driving climate action;
- Exciting and challenging tasks in a dynamic, international, innovative, and highly motivated team;
- Training and development;
- Attractive holiday package.

SBTi is an equal opportunity employer - committed to building an inclusive workplace and diverse staff, where all can thrive. We welcome and strongly encourage applications from candidates of all identities and backgrounds, and do not discriminate based on race, color, religion, gender or gender identity, sexual orientation, national origin, disability, or age.