



April 2024

Nature Finance

Programme Coordinator

Terms of Reference

About NatureFinance

NatureFinance is a Geneva-based, Swiss non-profit organization committed to making nature count in global finance.

Nature-related finance has many dimensions, actors and change pathways. The measurement and pricing of nature related risk is generating a new data industry alongside new tools, standards and regulations. Policymakers and financial regulators are considering the place of nature in financial stability and prudential regulation, as well as new rules connecting nature impacts to everything- from trade and investment to money laundering rules. Emerging nature markets and technologies are also creating new nature related opportunities, from nature credit markets to infrastructure and food systems.

Nature Finance Programme Coordinator Description

Nature Finance has thriving workstreams within it's portfolio, with ample possibility for growth and impact.

The Programme Coordinator will be an integral part of this growth, leading on establishing and deepening working relationships with all external stakeholders and the internal teams. A dynamic person, comfortable taking initiative and leading in event management, travel logistics and scheduling complex meetings. They will report to the Lead Administrator, providing sophisticated coordination and administrative support to workstreams. They will track progress on projects, actively ensuring timely deliverables, whilst providing thorough support on the organisation/logistics and execution of Nature Finance events worldwide.

Responsibilities

- Take initiative and proactively engage with stakeholders
- Schedule bilateral or multi-stakeholder meetings in different timezones.
- Proactively research and book flights / accommodation for travel within approved budget
- Arrange visas and registrations, where necessary



- Curate and maintain database of contacts (CRM).
- Build solid working relationships with key-stakeholders and their relevant teams
- Manage communications to ensure timely delivery of projects.
- Develop and execute event planning tracklist.
- Prepare invitation letters for government entities and other organisations.
- Provide logistical support on events (organize, track, update the attendance/speaker list, write invitations and post-meeting emails etc.).
- Liaise directly with external speakers to ensure they are prepared in terms of content, their role on the day and all logistics
- Support on meeting/event preparation, including timely sharing of materials/links, confirming participation, and distribution of follow up materials as requested.
- Book travel and manage event logistics. Arrange transportation, communication, accommodation, dinners, entertainment, online registration, activities etc.
- Compile and organise minutes in meetings as required.
- Circulate tasks agreed upon during meetings, and follow-up with relevant parties, track till completion.
- Source and negotiate with vendors and suppliers.
- Manage program documents via MS SharePoint and Teams, Mondays /support in knowledge management.
- Format reports and presentations, using NatureFinance-branded templates.
- Support with monitoring and managing workstream expenses.

Experience and Qualifications

- Experience in executive level administrative support and operations
- Experience in a highly dynamic environment where taking initiative/leading and working as part of a team are elegantly balanced
- High degree of professionalism in dealing with diverse groups of people, including Board members, senior executives, staff, community leaders and funded partners.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround
- Ability to complete a high volume of tasks and projects with little to no guidance
- Able to maintain a high level of integrity and discretion in handling confidential information
- Exceptional organizational skills and impeccable attention to detail
- Strong verbal and written communication skills.
- Proven experience in events organization
- Strong attention to detail and strength in event management
- Ability to work in a networked, fast-paced and agile work environment
- Exceptional organizational and time management skills, with the ability to prioritize effectively between competing (and at times conflicting) tasks and deadlines



Terms

- Start date ASAP
- Able to work within CET/EAT/CAT/WAT/SAST timezones preferable (09:00 – 18:00BST or CEST)