

# Terms of Reference: Events & Programme Coordinator

March, 2025

## 1. NatureFinance

NatureFinance is a Geneva-based, international not-for-profit dedicated to aligning global finance with equitable, nature positive outcomes and thereby accelerating climate goals and a just transition to sustainable development. Its work spans initiatives that are building and using biodiversity data to better manage nature related risks, developing purposeful nature markets, advancing financial innovations including in sustainable sovereign debt markets, strengthening nature related liabilities and citizen action on nature.

## 2. The Role

NatureFinance is seeking a highly organised, proactive, and detail-oriented Events & Programme Coordinator to join our fast-paced international team. This role is critical in supporting the delivery of an ambitious communications and events engagement portfolio.

The Events & Programme Coordinator will work closely with the communications team to plan and execute high-impact events while also providing key administrative support to ensure projects are implemented successfully, on time, and within budget. Responsibilities include event coordination, logistical support, and scheduling. The ideal candidate is a highly organised and detail-oriented communicator, a proactive team player, and a problem-solver with strong logistical and event coordination skills. They should be adaptable, resourceful, and able to manage multiple tasks in a fast-paced environment.

The primary responsibilities expected from the successful candidate are:

### Event Coordination & Strategic Engagement

- Plan, coordinate, and execute NatureFinance events (online, in-person, and hybrid), including logistics, scheduling, and third-party liaison.
- Support speaker and stakeholder engagement, including sending invitations, preparing briefings, and ensuring smooth event execution.
- Maintain and update an internal and external event calendar.
- Assist in drafting event-related communications, where relevant.
- Track event invitations and attendee lists, ensuring effective follow-up.
- Attend planning meetings to align event strategy with external opportunities and contribute to communication plans.

### Administrative & Logistical Support

- Provide scheduling support for the communications team, particularly during busy periods.
- Support travel bookings and logistical planning for the communications team.
- Help to maintain and update contact and key relationship databases, where relevant.
- Assist with document management, formatting, and ensuring materials adhere to NatureFinance branding and style.

- Ensure smooth communication and document sharing via Microsoft Teams and SharePoint.
- Identify and implement improvements to internal systems and processes, such as onboarding, recruitment, expense tracking and events management.
- Participate in NF Coordination Unit meetings where relevant.

### **3. Required Skills and Experience**

#### **Minimum Academic Education**

- A degree in business administration, management, or a related field is a plus, but not a requirement. Relevant certifications or equivalent professional experience will also be considered. We value diverse backgrounds and experiences and encourage all qualified candidates to apply.

#### **Minimum years of relevant Work experience**

- At least two years of relevant work experience in event coordination, communications, stakeholder engagement, administrative support, or related fields.

#### **Required Language(s)**

- Fluency in English, oral and written is required.
- Fluency in another language is an advantage.

#### **Essential Skills & Experience**

- Event Planning & Coordination - Experience organising online, in-person, and hybrid events, including logistics and scheduling.
- Administrative & Operational Support - Ability to manage scheduling, travel arrangements, and expense tracking.
- Communication & Stakeholder Engagement - Strong written and verbal communication skills, with the ability to engage effectively with internal teams and external partners.
- Time Management & Multitasking - Ability to prioritise tasks and meet deadlines in a fast-paced environment.
- Attention to Detail - Strong proofreading, copy-editing, and formatting skills.
- Tech Proficiency - Experience with Microsoft Teams & Microsoft 365 apps (Word, Excel, PowerPoint, Outlook, SharePoint)

#### **Desirable Skills & Experience (Not Required but Beneficial)**

- Familiarity with Monday.com or other project management tools.
- Knowledge of WordPress for website content updates.
- Experience with design tools (Adobe InDesign, Photoshop, Illustrator, or Canva).
- Knowledge of CRM tools for stakeholder and event management.
- Experience working in a nonprofit, finance, or sustainability-focused organisation.

## 4. Recruitment Process

- Initial interview
- Skills assessment – A 60-minute task-based test
- Final interview panel

## 5. How to Apply

We recognize that candidates may not meet every listed criterion. However, if you believe your skills, experience, or unique perspective would add value to this role, we encourage you to apply. This full-time position offers a competitive salary based on experience and industry standards. NatureFinance provides a dynamic international work environment, professional growth opportunities, and flexible working arrangements.

To apply, please submit to [operations@naturefinance.net](mailto:operations@naturefinance.net):

- A one-page cover letter outlining your interest and relevant experience
- Your latest resume, including references (who will only be contacted with your permission)

Please note that due to the high volume of applications we receive, NatureFinance may not be able to respond to every applicant. Only candidates selected for further consideration will be contacted.