

Membership Network Coordinator

Competitive salary + performance-related pay and benefits

Corporate Citizenship is a global management consultancy specializing in corporate responsibility and sustainability. We have a team of 50 people in six locations around the globe. We advise companies on their strategies for responsible and sustainable business. We are one of the longest-standing specialist global consulting firms and work with a wide range of companies from global leaders to those starting out on their corporate responsibility journeys.

We are proud to manage the LBG network (www.lbg-online.net) on behalf of its members. LBG is the global standard for measuring corporate community investment. LBG's measurement framework, used by hundreds of businesses around the world, is a practical tool that enables a company to consider any activity it supports in the community in terms of:

- The inputs: What's contributed?
- The Outputs: What happens?
- The Impacts: What changes have occurred?

Role description

This role will help coordinate the activities of the LBG programme, particularly the delivery of services to companies within the LBG network and management of LBG data analysis. This will include managing the network's process and systems, servicing companies directly and supporting Account Managers to service their accounts. The role will also oversee the LBG website and data systems, as well as help drive new business within the LBG network working alongside other team members.

The successful candidate will have a positive, entrepreneurial approach with enthusiasm for team working and a passion for learning. You must be client focused and able to demonstrate the following skills and experience:

Essential skills and experience

The successful candidate will have the following experience:

- Minimum of 1-2 years of experience working in a corporate responsibility/community investment related field, ideally part of it in business consulting.
- Ability to work with data and strong analytical skills.
- Experience in research and evaluation.
- A degree or masters level qualification in a relevant subject (sustainability, environmental science, geography, corporate social responsibility)

In addition, we are looking for the candidate to have these skills and aptitudes:

- Excellent written communication skills with strong attention to detail.
- Ability to work on multiple projects and deliver to tight deadlines.
- Advanced Microsoft PowerPoint, Word, and Excel skills.
- Good team player who is able to effectively communicate and build working relationships.
- Critical thinking, fast learner, proactive, and flexible.

Desirable skills and experience

Ideally, the candidate will have the following desired experience:

- Experience with business membership organisations on a national or global level – working with member companies directly to provide technical and advisory support on a needs basis
- Knowledge of the LBG Methodology and other social impact methodologies, such as SROI
- Experience with assurance standards such as GRI, AA1000, ISAE 3000, etc.
- Exposure to volunteering programmes and employee engagement
- Exposure to the developing field of social innovation, e.g. concepts such as inclusive business and shared value

Start date: asap

To apply, please send your CV and covering letter to Shade Ladenika at mail@corporate-citizenship.com