



**Job title:** Education Officer

**Salary :** £23,000-£24,000 / €26,000-€27,000 (based on full time)

**Status :** Temporary Employment contract

**Term :** Part time | 15 hours per week

**Location :** Home based, must be eligible to work in the Netherlands or the United Kingdom

**Start date :** As soon as possible

### OPPORTUNITY

A new and exciting opportunity has arisen to kick-start your career with the [Capitals Coalition](#) - a global collaboration transforming the way decisions are made by including the value provided by nature, people and society.

Our ambition is that by 2030 the majority of business, finance and government will include all capitals in their decision making, and that this will deliver a fairer, just and more sustainable world. We are at an exciting time in our history, having united the global natural capital and social and human capital communities in 2020.

In 2021, we launched a new online educational platform to support our growing, global community. We are now looking for an [Education Officer](#) to support us in the next stage of our development.

We are looking for a dynamic, energetic and creative Education Officer who is eager to learn about the Capitals Coalition and our approach by assisting the development of our new educational program. You will be working closely with our team to conduct research, revise and improve course materials and attend meetings where you will be asked to take minutes and give your viewpoint.

To be successful you should be willing to help with multiple tasks to support the successful development of an online course on "Embedding Nature and People's Value into Business's Decisions". You will be involved in revising content, in contact with worldwide academics and business frontrunners, and organizing meetings.

Capitals Coalition offers a range of benefits including pension, sick pay and flexible working. All staff at the Coalition provide their own IT equipment including laptop and phone and the Coalition offers an annual Bring Your Own Device allowance.

### KEY RESPONSABILITIES

- Support to set meeting agendas, attend meetings and take minutes of decisions and actions.
- Support with liaising with instructors and frontrunners involved in the course.
- Research into relevant topics.



- Engage conversation with businesses or universities as part of the Education program.
- Creatively revise course content (script, video, readings, quizzes) and potentially feed into the development of pieces of the course.
- Update the course content into the educational platform.
- Support an internal and external revision process of the course.
- Support other team members according to demands from other ongoing projects.

## SKILLS AND KNOWLEDGE

- Comfortable with a high degree of autonomy and independent working.
- Collaborative way of working that is open, inclusive and respectful.
- Some familiarity and eager to learn more about natural capital, social & human capital, biodiversity and/or ecosystem service concepts.
- Eager to learn about regenerative approaches, and transformation of business decisions by the measurement and valuation of impacts and dependencies.
- Online research skills including the ability to review and summarize complex information.
- Data analysis skills.
- Ability to manage competing demands of the role.
- Excellent verbal and written communication skills.
- Competent IT user with access to own laptop.
- Self-motivated and innovative.
- Open to working and collaborating online.
- Personable, engaging and able to work with people from all cultures and backgrounds.

## HOW TO APPLY

We are looking for a colleague to work with us for two days a week (15 hours p/w) as soon as possible until approximately end of February 2022.

Please express your interest and to **request a copy of our application form** to [info@capitalscoalition.org](mailto:info@capitalscoalition.org)

Please send a completed **application form** to [info@capitalscoalition.org](mailto:info@capitalscoalition.org) by **12 noon (CET) on Friday 22 October 2021**.

Interviews are planned for **Tuesday 26<sup>th</sup> and Wednesday 27<sup>th</sup> of October**. Please state the role in the subject line and kindly note that only short-listed candidates will be contacted.

For any queries about the role please contact [info@capitalscoalition.org](mailto:info@capitalscoalition.org).

*The Coalition consists of organizations from all around the world and with people of different gender, race, age, religion, sexual orientation, physical ability, geography, political affiliation and country of origin, and as much as possible we want this to be reflected in our team. We are committed to promoting a diverse and inclusive community and we welcome applications from all backgrounds*