

Role Title: Indigenous Peoples Engagement Officer**Team name:** Indigenous Peoples and local communities**About the role**

The Indigenous Peoples Engagement Officer role provides support directly to the Associate Director, Indigenous Peoples Engagement, ICVCM Indigenous Peoples and local communities Committee (the Committee) and the Indigenous Peoples and Local Communities Engagement Forum (the Forum). This is to ensure the delivery of the associated strategy and implementation plans for both the Forum and ICVCM.

The Indigenous Peoples Engagement Officer coordinates and ensures that all activity for the Forum and other meetings are completed in good time (e.g. meeting invites, translators etc.) and materials are created and made available to the Forum, with any required approval processes completed. This will ensure smooth running of governance meetings, building trust in the team to deliver against the agreed strategies and plans.

The Indigenous Peoples Engagement Officer coordinates day to day activity through Gantt charts, plans, risks and financial recording and monitoring in support of the Associate Director, Indigenous Peoples Engagement. This ensures effective realisation of the delivery plan and is crucial to the complex delivery approach required of work heavily reliant on partnerships and collaborations.

The Indigenous Peoples Engagement Officer will take responsibility for delivering specific tasks and workstreams, working with colleagues across partner organisations and ICVCM to ensure delivery to agreed time, costs and quality. Examples of this work include research, synthesis reports and coordination of direct deliverables e.g. Forum specific policies or guides.

Key duties

- To support the Associate Director by providing team-level risk management processes, team timeline/work plan management, completing required corporate reporting (highlight, KPIs etc), procurement activity etc.
- Contribute to and support the planning and delivery of the Forum strategy and delivery plan including research and analysis, stakeholder coordination, budget tracking and monitoring, communications and engagement, process mapping etc.
- Leading the management and delivery of workstreams or defined tasks e.g. Capacity Building workstream, events etc.
- Arranging and managing Forum meetings, preparing agendas, coordinating papers, development of slide packs, arranging translation of materials, accurately taking minutes, actions and decision points from key meetings and briefings and ensuring these are tracked and followed up.
- Manage shared inboxes and calendars, responding promptly to stakeholder enquiries.
- Contributing to the day-to-day support of the Forum members.
- Document storage and version control of project/programme documentation.
- Collate management information and dashboards for presentation and reporting.
- Work effectively with various internal and external stakeholders.

- Ensure compliance with all corporate governance requirements and policies such as GDPR and information security.
- Demonstrate and follow ICVCM's values in all aspects of your work.
- Other duties commensurate with role as required.

Experience

Experience	Essential	Desirable
Experience of co-ordinating teams and/or projects	X	
Experience of proactively monitoring team progress and risks, including appropriate escalations or where possible, proactive resolution of issues	X	
Experience of supporting the planning and delivery of teams	X	
Experience of contributing to quality control processes including reviewing and checking documents	X	
Mailbox and meeting management experience	X	
Experience of effectively managing or working collaboratively with a variety of diverse stakeholders	X	
Experience of developing and maintaining effective working relationships with a range of stakeholders	X	
Knowledge of Indigenous Peoples and local communities issues and themes		X
Knowledge of the Voluntary Carbon Market		X
Experience supporting non-executive board members		X
Experience of working in an international context and/or across multi-agency project teams		X
Fluency in French or Spanish		X

Skills, Abilities & Attributes

- A commitment to inclusion and promoting the voices of Indigenous Peoples and local communities, ultimately protecting their rights and interests.
- Positive, can-do attitude with a focus on developing ideas and solutions as part of a team when faced with challenges.
- Ability to work under pressure to agreed deadlines and managing competing priorities.
- Strong organisational skills.
- Have an aptitude for planning, co-ordinating and time management.
- Ability to independently produce minutes of meetings and maintain programme logs (actions, decisions, risks, issues, dependencies etc).
- Ability to collate, interpret and present data.
- Strong interpersonal skills.
- Excellent written and oral communication skills.
- Excellent IT skills, particularly the use of Microsoft Office 365 suite.
- Flexibility, adaptability, resilient to change and comfortable working in a fast-paced environment.

- Positive, can-do attitude with a focus on developing ideas and solutions as part of a team.
- Discretion and confidentiality.