



DRIVING AMBITIOUS CORPORATE CLIMATE ACTION

## **Coordinator, Technical Team**

**Department:** Technical Department

**Reporting Line:** Head of Team

**Location:** London, UK

### **Role Summary:**

The Team Coordinator provides essential organisational and administrative support to the Chief Technical Officer, their senior management team and the wider team, ensuring smooth daily operations and effective coordination of cross-team activities. This coordination-focused role is pivotal in managing schedules, facilitating communication, organising offsites and supporting efficient day-to-day team operations. With a strong focus on operational excellence, the Team Coordinator enables the team to achieve its objectives in a timely and well-organised manner. The role also includes coordination of budget tracking and operational HR administration. It exemplifies respectful behaviour, open communication, and integrity, embodying SBTi's values and supports a positive, healthy work culture

This role is well suited to someone with a strong administrative, coordination or team support background who enjoys enabling teams to operate effectively.

### **Key Responsibilities:**

- Administrative Support: Manages the Technical Department and CTO calendars, schedules meetings, arranges travel, etc.
- Manages TD staff and Managers' meetings.
- Plans, coordinates and facilitates team events, e.g. offsites, workshops etc.
- Finance and HR coordination point: supports budget tracking and operational HR administration processes for the team.
- Prepares for meetings, including agenda creation, gathering materials, and taking minutes. Follows up on action items and decisions made during meetings.
- Documentation & Reporting: Organises and maintains files, documents, and any other relevant records easily accessible.
- Coordinates and manages tasks across multiple teams for smooth execution and goal alignment and ensures knowledge transfer across teams.
- Ensures efficient management of internal and external queries to the Technical Teams and manages the TD query inbox.
- Ensures efficient management of internal Communications queries to the CTO via ticketing system.

- Support the onboarding process for new team members.
- Supports other ad-hoc tasks as required by the organisation.
- Role models respectful behaviour, open communication and integrity as vital pillars of SBTi's culture.

#### **Required Skills and Experience:**

- 5+ years of professional experience in the relevant field, demonstrating solid experience in team coordination, executive assistant, team assistant or similar administrative/support roles.
- Excellent time management and ability to organize multiple simultaneous tasks efficiently with precision and strong attention to detail.
- Good understanding of budgetary and HR related matters
- Proficiency in using office software and applications (e.g. MS Office, Google Suite, online whiteboards, etc).
- Ability to upward manage, corralling busy people and holding them accountable to tasks.
- Excellent written and verbal communication skills, with experience preparing professional documentation.
- Demonstrated ability to handle sensitive and confidential information with discretion.
- Showing diligence by carefully completing tasks, great eye for detail, addressing issues proactively, and consistently meeting deadlines.

#### **Key Competencies:**

- **Organisation and Time Management:** Effectively manages multiple tasks, prioritising work to meet deadlines.
- **Communication and Collaboration:** Builds strong working relationships and ensures clear, professional communication across all levels.
- **Problem-Solving:** Identifies and resolves operational challenges with a proactive approach and supports continuous improvement.
- **Attention to Detail:** Ensures accuracy and thoroughness in schedules, documentation, and reporting.
- **Accountability:** Takes ownership of the tasks they are responsible for and their actions and decisions associated with them.
- **Adaptability:** Maintains effectiveness in a fast-paced environment and adjusts to changing priorities.
- **Resilience:** Maintains focus and effectiveness under pressure, adapting to challenges and setbacks with determination, while safeguarding mental well-being and managing stress effectively.

The salary for this role will depend on location and experience level. **This role is a fixed-term contract for 12 months with a high likelihood of extension.**

Please note that we will be reviewing applications on a rolling basis and encourage early applications where possible. The vacancy may close earlier than the advertised closing date if a suitable pool of candidates is identified.

Interested candidates should be legally allowed to work in the countries specified. **The SBTi cannot sponsor any working visas.**

To apply, please complete our [application form](#).

**What we offer:**

- Working in one of the most successful and fastest-growing initiatives driving climate action;
- Exciting and challenging tasks in a dynamic, international, innovative, and highly motivated team;
- Training and development;
- Attractive holiday package.

SBTi is an equal opportunity employer - committed to building an inclusive workplace and diverse staff, where all can thrive. We welcome and strongly encourage applications from candidates of all identities and backgrounds. We do not discriminate based on race, color, religion, gender or gender identity, sexual orientation, national origin, disability, or age.