

UNPAID VOLUNTEER - Chief of Staff / Deputy / Assistant

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Company: Blockchain & Climate Institute

Location: United Kingdom

Category: other-general

THIS IS AN UNPAID ROLE

Role Title: Chief of Staff / Deputy / Assistant

Role Nature: Volunteer

Location: Home-based

The Blockchain & Climate Institute (BCI) is an international volunteers-led think tank supporting and advocating the application of blockchain technology in the global fight against climate change.

Our organization is growing, and we need motivated and adaptable **VOLUNTEER** to support our senior management team as **Chief of Staff / Deputy Chief of Staff / Assistant Chief of Staff**, in the Director-General's Office. The ideal candidates should be driven, experienced, and looking to make a difference in international climate change governance. As with all roles in BCI, this is a voluntary unpaid role.

As strategists, consultants, and implementers, the successful candidates will ensure streamlined activities within the organization based on the priorities of the Director-General. You will oversee the operation of the Director General office and assist in various aspects of organizational administration and development. The right candidates for the job will contribute to the organization's long-term success.

Responsibilities

Oversee strategic directorate-level project initiatives from development through successful execution with directorate officers;

Assist and communicate with principal executives in decision-making, program management, and initiative implementation;

Review, design, and execute improvements to cross-institute project initiatives;

Improve current processes and coordinate organizational procedures for optimized efficiency and productivity;

Serve as liaison officer among senior executives, and heads of divisions regarding company climate, volunteers' well-being, project updates, proposals, and planning;

Assist the Assistant Director-General in resolving volunteers' concerns (if necessary);

Build and develop relationships with all volunteers for increased efficiency and effective responsiveness to existing operations, and help to define new operational strategies, working with Directors and Senior Executives on special projects;

Serve as the general program manager handling inquiries, developing action plans to address them, and assisting with the preparation and dissemination of internal communications;

Acts as a representative of the Director General for external liaison work.

Requirements

Skills & Abilities

- Strong analytical and research skills including critical thinking, organizational and problem-solving skills;
- Effective interpersonal and communication skills;
- Excellent communicator in written and verbal form;
- Extremely versatile and dedicated to efficiency and productivity;
- Experience in planning and leading strategic initiatives;
- Impeccable managerial and interpersonal skills;
- Proven track record of effectively interacting with senior management;
- Ability to work strategically and collaboratively across departments.

Experience

- Experience with budget management;
- Experience with data analysis (desirable);

- Consulting experience with a focus on operations management(desirable);
- Nimble business mind with a focus on developing creative solutions;
- Strong project reporting skills with a focus on inter-departmental communication;
- Experience working independently and with teams to drive forward projects using your own initiative.

Education & Training

- Master's degree in Business Administration, Public Administration;
- Extensive experience in a business or executive management role.

Benefits

This is a great first step to take to gain experience for an industry change into climate action and/or emerging tech. It is also a great opportunity for those wanting to take some time to get involved in changing the world and work with like-minded people.

Blockchain and other emerging technologies; Climate change and sustainability - These are two hot topic groups that have been headlining media outlets, dominating conferences & events, and gaining increasing traction in research and pilot projects. BCI is here as an expert platform to help governments, inter-governmental and regional organizations as well as relevant corporates to negotiate the complex landscape of emerging technologies for environmental good. We cement our expertise by putting in the hard work in researching, identifying, and analyzing the applications of emerging technologies so that informed decisions can be made by the stakeholders in the climate change and action network.

Benefits you will get from volunteering with BCI are enormous and some include:

You will hone or learn new skills including research, presentation, writing, professional etiquette,

Your mind will be mentally stimulated, hence providing you with a sense of purpose;

You will advance and boost your professional career by helping you to make professional connections and giving you real-world experience at the intersection between climate and emerging technologies; and

Help you develop long-lasting professional relationships with others. People who come together to make the world a better place forge a close connection.

Selection Process

As a voluntary organization, we are pleased to open the door for candidates who may not have the prior experience they need to start, progress, or switch their careers. To recruit the most suitable, talented, or potential new members out of the volume of applications received, it is the BCI's policy to also consider inexperienced candidates to fill our voluntary unpaid roles as long as they can demonstrate the skills required in the written assessment. In the selection process, most candidates will be invited to complete the following assessment.

Section A: Verbal and Numerical Reasoning (20 multiple-choice questions)

Section B: Situation Judgement Test (20 multiple-choice questions)

Section C: In-Tray Exercise (An open-ended assessment relevant to the duties of the role)

Candidates who pass all three sections will be invited to attend a phone screening, first interview, and final interview online.

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