

# United Kingdom Jobs Expertini®

## UNPAID VOLUNTEER - Council Facilitator

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Company: Blockchain & Climate Institute

Location: United Kingdom

Category: other-general

THIS IS AN UNPAID ROLE  
Role Title: Council Facilitator  
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.

**What will you be doing?** We are seeking dynamic, self-starting VOLUNTEERS interested in joining our organization as Council Facilitators at the Fellowship Scheme Bureau overseeing the BCI Fellowship Scheme. As a member of the Executive Officer Grade, you will work in this role side by side with the Principal Assistant Director-General and Principal Executive Officer (Fellowship Scheme) (PEO(F)) helping with operational and administrative tasks as needed. You will also be responsible for ensuring meetings are effectively organized and minuted, maintaining effective records and administration, and upholding the legal requirements of governing documents, charity law, and company law.

**Responsibilities:** Producing research briefings for Council Fellows' consumption; Assisting in the management of Council projects on blockchain and various climate change policy areas; Liaising with the PEO(F) and Council Fellows to plan meetings; Receiving agenda items from committee members; Drafting and circulating agendas, discussion papers, and reports; Taking minutes at Council meetings; Circulating approved minutes; Checking that agreed actions are carried out; Keeping up-to-date contact details (i.e. names, addresses, and telephone numbers) of Council Fellows; Filing minutes and reports; Maintaining a diary of future meetings

**Requirements**  
**Skills & Abilities:** Excellent oral communication skills, including the ability to develop effective working relationships, work flexibly across professional and operational boundaries, and communicate professionally

with internal and external stakeholders at all levels;Excellent English writing;Close attention to detail;Excellent organizational skills and ability to balance competing work demands;Respectful and effective interpersonal relations;Ability to analyze and synthesize complex topics of discussion and write them up in concise minutes;Ability to work under pressure and keep deadlines for the preparation of documentation for the council;Ability to work according to policies and proceduresGeneral & Specialist Knowledge:Advanced Microsoft Word, Powerpoint, Excel, and Outlook;Basic knowledge of Airtable and/or Trello;Some knowledge of topics central to the BCI such as climate change, climate finance, and blockchain technology preferredEducation & Training:A good degree in Public or Business Administration or similar;Experience with project administration or managementRelevant Experience:2+ years experience as a Project Officer or as an Executive Assistant;Experience in working independently and with teams to meet deadlines in a timely mannerBenefitsWhat difference will you make?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; andHelp you develop long-lasting professional relationships with others. People who come together to make the world a better place forge a close connectionSelection ProcessAs 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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