

## Terms of Reference (ToR) Initiatives & Support Coordinator

### 1. Introduction

The Partnership Brokers Association's (PBA) is an international, not-for-profit organisation dedicated to enhancing the effectiveness and impact of multi-stakeholder collaboration. Our purpose is to explore, exchange and promote effective multi-stakeholder partnering practices and principled forms of collaboration that accelerate transformative shifts in behaviours, attitudes, and systems to create a more just and sustainable world.

PBA's mission is to promote and support professional standards in partnership brokering and to advance the global understanding of effective partnerships.

PBA currently operates with three core portfolios:

**Training** – online and in-person courses for partnership practitioners, delivered by authorised PBA Trainers.

**Accreditation** – various pathways for professional qualification as a Partnership Broker.

**Initiatives & Support** – co-designed approaches to support organisations / partnerships delivered by Associate Providers; and initiating 'projects' to explore specific aspects of partnership brokering practice.

Each has a portfolio Lead: a PBA Associate responsible for overseeing the performance and evolution of the area.

A general introduction to the Initiatives & Support Portfolio can be found on our [website](#).

### 2. Purpose of the Role

The **Initiatives & Support Coordinator** is a new role. We seek a motivated and enthusiastic individual to work closely with the Initiatives and Support Lead, to strengthen all aspects of the portfolio's work. S/he will help in developing or streamlining simple systems to ensure that we stay abreast of external opportunities, as well as developments amongst Associate Providers (those partnership brokers undertaking contracts or initiatives on behalf of PBA).

The I&S Coordinator will carry shared responsibility for the smooth running of all aspects of the portfolio. The Coordinator will work closely with the I&S Lead, the PBA Coordinator, and those supporting the Training and Accreditation portfolios.

### 3. Key Responsibilities

Since this is a new role, the current description will be reviewed and if necessary revised, after the first 6 months. The following are the currently envisaged responsibilities:

- Ensuring the smooth operation and ongoing value-proposition of the I&S Portfolio.
- Providing excellent management of the portfolio, with advice from the Lead.
- Providing administrative support in the set-up and delivery of commissioned work. This could include supporting the development of proposals; finalisation of reports; registering as a supplier when required; completing supplier forms or purchase orders as necessary. Associate Providers may also request support from time to time, particularly those responsible for leading a team.
- Supporting timely reporting, in close consultation with the I&S Lead.: quarterly reports to the Board; and any additional requirements requested by the Operations or Finance teams.
- Liaising with the PBA Coordinator to issue contracts for PBA Associates or Alumni when undertaking commissioned work or PBA Initiatives.
- Keeping thorough, up to date and accessible records of all contracts with commissioning organisations, and sharing relevant information with the PBA Coordinator and Finance team
- For large commissions, tracking expenditures against the budget for our management accounts (and to triangulate with information from the Finance team).
- Supporting the creation and running of a new Community of Practice for Associate Providers, establishing a regular rhythm of peer exchanges and shared learning.

## 4. Skills & competencies

All posts in PBA are part time, which requires all post-holders to be highly efficient, good at time-management, flexible and very reliable.

### Essential skills

- Track record of excellent administrative, organisational and time management skills
- Ability manage financial and personal data and provide information when required
- Ability to relate strategy to ongoing business management
- A level of flexibility as the portfolio evolves over time –particularly with regard to shaping new initiatives.
- Strong communication skills in oral and written English
- Strong collaboration and networking skills– a "network weaver", especially online for a globally dispersed group of Associate Providers.
- Competency in computing (MS software and, ideally, CANVA); plus other online software such as Mural.

### Desirable skills

- Fluency in additional languages beyond English.
- Knowledge of PBA, through participating in its training or exposure to partnership brokering in action.

### Competencies and Attributes

- Managing workload effectively
- Ability to maintain personal effectiveness when working under pressure
- Commitment, and drive, to work effectively with individuals across diverse geographic, socioeconomic and cultural contexts

## 5. Terms and Conditions

The I&S Coordinator reports to the I&S Lead. S/he will also work in close coordination with the PBA Coordinator & Operations Coordinator, the Accreditation Coordinator, the Training Portfolio Coordinator, and the Finance Advisor, to ensure alignment across key areas of the organisation's workstreams.

The I&S Coordinator will be contracted for a pro rata equivalent of 32 days a year, from date of appointment to 31 December 2026. This is a home-based position; however, a degree of flexibility in availability is required to meet demands. The role is remunerated at GBP230 per day. Invoices can be submitted on a quarterly basis.

The appointment will be subject to a review after 3 months, with either party being free to terminate the contract for whatever reason.

The role will be reviewed jointly by the I&S Coordinator and I&S Lead after 6 months, following which these TOR may be revised.

## 6. Application timeline

Interested applicants should send their résumé/CV and a cover letter indicating their interest in, and suitability for, the role to [info@partnershipbrokers.org](mailto:info@partnershipbrokers.org) by midnight (CEST) 22 May 2026.