

## **JOB DESCRIPTION**

Job Title: Advocacy (Effective Development) & Learning Manager  
Location: Hereford, UK  
Responsible to: International Director  
Responsible for: Currently no direct reports, but management of volunteers expected and of staff possible.  
Relationships with others: Within Concern Universal will work closely with colleagues including Country Programme staff and other advocacy managers; outside Concern Universal with a range of collaborating agencies and donors.

### **Background**

Concern Universal's vision is a world where justice, dignity and respect prevail for all. Our mission is to work in partnership to challenge poverty and inequality. We support practical actions that enable people to improve their lives and shape their own futures.

Since 1976 Concern Universal has been working in partnership to enable people living in poverty to improve the quality of their lives. Responding to the needs of individuals, communities and partners, our work in 12 countries in Africa, Asia and Latin America improves food security and sustainable livelihoods, health, the respect for rights, and skills, whilst also reducing vulnerability (our 'Strategic Objective 1' priorities). In all our work we aim to maintain a cost-effective and practical approach whilst also meeting best-practice standards.

Concern Universal's distinctive decentralised approach ensures that our Country Programmes have the opportunity to respond effectively to local needs. The strong relationships between Concern Universal teams in-country, partner organisations, and communities enable effective transfer of information. But more widely, we know there is more to be done with regards to learning from our SO1 activities, sharing lessons between Concern Universal Country Programmes, and pulling together overall lessons from our work. We want to prove and improve the quality of our work through better impact assessment.

Building upon our extensive practical experience, Concern Universal has increasingly sought to influence and inspire others. We seek to amplify the voices of people living in poverty to enable them to advocate for a fairer and more environmentally sustainable world. Our advocacy seeks to secure changes in policy and practice and greater investment in holistic community-led development approaches (our 'SO2' priorities). We do this in collaboration with others by promoting more effective action by development agencies, calling for more socially, environmentally and economically responsible business practice, and building a stronger global movement to combat poverty and inequality.

## **Job Purpose**

The Advocacy (Effective Development) & Learning Manager:

- provides drive and coordination to promote learning across Concern Universal, leading cross-organisational efforts to measure and report the impact of our work;
- leads Concern Universal's 'Effective Development' advocacy theme, ensuring that it builds upon our experience at Country Programme level and links where possible with our other SO2 advocacy initiatives;
- supports Country Programmes by providing qualitative input as required on key project documents;
- leads relationships with specific funding partners..

## **Duties and Responsibilities**

### **1) Learning & Impact Assessment**

To lead efforts to improve Concern Universal's understanding, measurement and reporting of impact by:

- playing a catalytic role in promoting cross-organisational learning, for instance through the facilitation of cross-organisational thematic working groups, the promotion of the intra-net, or the development of new learning approaches;
- promoting the use of improved impact assessment techniques, including 'community-first' impact tools (e.g. Most Significant Change), case-studies, ex-poste impact assessments, and improving the value of external evaluations;
- managing the processes that systematically gather evidence of impact, including from beneficiaries and partner organisations;
- preparing the organisational Impact Report and Trustees Annual Report.

### **2) Effective Development Advocacy**

- To lead in the process of developing specific advocacy messages and actions (currently with specific reference to climate change) based on consultations with colleagues in Concern Universal and collaborating organisations as well as a comprehensive understanding of the wider context;
- To lead, where appropriate, in the development of organisational Effective Development advocacy papers (e.g. on Disaster Risk Reduction, etc.);
- To ensure systems are in place for monitoring and evaluating impact of Effective Development activities;
- To write regular internal and donor reports as required;
- To ensure that external relationships are nurtured to facilitate the implementation of the Effective Development programme.

### **3) Country Programme Support**

- To provide as required qualitative input into key project documents (including proposals and reports) prepared by Country Programmes.

#### **4) Donor Liaison**

- To lead funding relationships with a number of key funding partners, developing opportunities for funding in support of our S01, Learning, or SO2 ambitions;
- To proactively seek out funding opportunities in support of Learning and Effective Development initiatives, leading the development of well-researched proposals, and preparing reports for donors, both financial and narrative, in accordance with donor requirements.

#### **5) Staff Management & Development (as required)**

- To provide leadership and direct line management support to any staff and volunteers that may be appointed.
- To encourage staff involvement and commitment through regular meetings and visits and a participatory team approach to decision making.
- To assist in the design and implementation of the operational structure and staffing requirement for the effective implementation of Concern Universal's activities.
- To recruit and induct staff according to guidelines and Concern Universal policy, including equal opportunities.
- To ensure that all staff have well defined and understood contracts and job descriptions.
- To ensure that all staff participate in annual appraisals.
- To identify the training needs of staff and ensure processes are in to support and encourage appropriate personal and professional development of staff within the context of the organisational objectives.
- To conduct exit interviews for staff before they leave Concern Universal.
- To ensure that the health and safety policy is regularly reviewed and all staff are aware of this policy and follow its guidelines.
- To comply with Concern Universal's policies and practice with respect to protection of children and vulnerable adults and other relevant policies and procedures.

#### **6) Resources and Financial Management**

- To prepare an annual Learning and Effective Development budget for core costs and identify where funding will come from to cover these costs in collaboration with the Director of Finance & Services;
- To ensure that effective budgetary control of the Learning and Effective Development finances and expenditures is maintained, monitoring project finances on a monthly basis and liaising with donors if necessary regarding projected under- or over-expenditure;
- To liaise with the Director of Finance & Services to develop financial reports on a monthly basis.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
Qualifications	Education to at least degree level in a relevant subject	Relevant Master's level qualification or similar academic achievement
Experience	Minimum 3 years relevant experience Experience in working overseas in a relevant role	Experience of evaluating international development projects / programmes Advocacy experience
Skills and competencies	<p><b>Commitment</b> to the fight against poverty, and to the values and mission of Concern Universal</p> <p>Strong <b>strategic thinking</b> skills; able to 'see the wood for the trees', identify the core elements of a task and the steps needed to achieve it, taking context into consideration</p> <p>Excellent <b>communication and team-working</b> skills. Fluent writer and speaker. Positive outlook and outgoing personality. Solid interpersonal and diplomatic skills</p> <p>Excellent <b>numeric</b> skills, including proven understanding of financial management</p> <p>Excellent <b>attention to detail</b> and accuracy in text, numbers and graphics.</p> <p>Excellent <b>planning, co-ordination and prioritisation</b> skills. Dynamic and enterprising worker, capable of rapid and quality turn around on a high workload and multiple tasks.</p> <p>Excellent IT skills</p> <p>A flexible approach to work</p>	Strong skills in databases, spreadsheets, and word processing.

## Terms And Conditions

This is a full time role, though for the right candidate part time work would be considered

Salary: Grade 3/4 (£24,530-31,280)

Duration of contract: Permanent

## Application Process

All applicants must complete an application form. CVs will not be acknowledged or accepted. For an application form and other information about CU please visit our website [www.concernuniversal.org](http://www.concernuniversal.org) Please submit completed application forms to Kay Exton at the following address: [kay.exton@concern-universal.org](mailto:kay.exton@concern-universal.org). If you have difficulty downloading the required information then contact Kay at the above e-mail address or phone 00 44 1432 355111. Applicants are strongly encouraged to apply on-line in order to help us minimise administration costs.

***Closing date Thursday 19<sup>th</sup> August 2010***

The face to face interview will be held in Hereford on Thursday 26<sup>th</sup> August 2010. The successful candidate will ideally be expected to take up appointment by 1<sup>st</sup> October 2010.

CU is an equal opportunities employer